APPENDIX 21A – EMPLOYERS’ HANDBOOK

**POLICY AND GUIDANCE CONTENTS CHECKLIST**

|  |  |
| --- | --- |
| **TOPIC** | **ISSUES** |
| **ACCESS** | * Who is entitled to use email? In most companies, it would be difficult to justify denying any particular groups access to this valuable communication tool.
* How to get access to email?
* Who is entitled to access the web and when?
* How to get access to the web?
 |
| **PASSWORDS** | • Rules for choosing a password.• Rules for changing a password.• Warning on disclosing passwords.• Rules on password-access to other companies’ websites. |
| **WEB** | • Prohibition on access to certain websites.• Limitations on browsing the web for non-business purposes.• Rules for adding information to your own website.• Guidelines for responding to website enquiries. |
| **DOWNLOADING** | • Prohibition on downloading offensive material.• Information on the implications of copyright laws.• Guidance on the use of unverified information. |
| **EMAIL** | • Limitations on private use of email.• Restrictions on content of e-mail.• Rules for email distribution.• Rules on disclosing email addresses.• Legal position regarding defamation and inappropriate advice. |
| **MONITORING** | • Notification that website access may be monitored.• Notification that email may be intercepted and read. |
| **DISCLAIMERS** | • Wording to use in disclaimer.• Documents which require disclaimers. |
| **DISCIPLINARY PROCEDURES** | • Sanctions which will be imposed for breaching the policy. |