



INTERNET AND EMAIL POLICY

Donaldson Associates is a company of Consulting Engineers which undertakes the design of civil, structural and geotechnical engineering projects at our offices in Uttoxeter, Derby, Glasgow, York and London. The email system and the internet are available for communication on matters directly related to the business of the company. The use of the email system and the internet within the company is encouraged as its appropriate use facilitates communication, improves efficiency and increases knowledge. Its inappropriate use, however, may cause problems ranging from minor distraction to legal claims against the company. Your attention is drawn to the company's right to monitor email and internet traffic on its system. Anyone using email or internet should note the following points:

SENDING EMAIL:

- The style and content of an email message must be consistent with the standards the company expects from written communications. A template is available on the shared directory
- Emails should be written in Outlook for sending and saved in the appropriate folder
- All outgoing emails should be referenced and saved in accordance with the Company IMS procedure
- Offers or contracts transmitted via email are as legally binding as those sent on paper

RECEIVING EMAIL:

- When opening attachments to emails, users should be aware of the potential for virus infection. If you are concerned do not open the attachments unless they are expected. All employees using email should ensure their computer has a virus scanner and this is updated on a regular basis. Graphical attachments should be saved in the appropriate folder and deleted from the mail system to save server space.
- All incoming emails should be referenced and saved in accordance with the Company IMS procedure
- You should not subscribe to mailing lists unless it is for business purposes

RECEIVING EMAIL:

The company will not tolerate the use of email or internet for any of the following:

- Any message that could constitute bullying or harassment
- Excessive personal use
- On-line gambling
- Access pornography
- Downloading or distributing copyright information and/or software
- Posting confidential information about other employees, the company, its customers or suppliers
- Distribution of 'junk mail'

This list of prohibitions is illustrative and not exhaustive.



FAILURE TO COMPLY WITH THE POLICY

- Employees who feel they have cause for complaint as a result of email communications should raise the matter initially with their immediate manager or the HR Manager. If necessary the complaint can then be raised through the grievance procedure
- Failure to adhere to the terms of policy will constitute a disciplinary offence which will be dealt with in accordance with the Company's procedures and could, in case of serious breaches, result in summary dismissal

Signed: _____

A handwritten signature in blue ink, appearing to read 'S Capel', is written over a horizontal line.

S Capel

Managing Director

Donaldson Associates Limited

1st August 2009