

Internet Usage Policy

INTERNET USAGE POLICY

This policy defines the conditions under which an employee, contractor, vendor or other person may access and use the Internet via a company's private network.

This policy contains the following sections:

1. Introduction
2. Usage Threats
3. Internet Services
4. Usage Policies
5. Internal Usage Coverage Acknowledgement Form

GlobalNet's computer network allows access to resources and services through Internet connectivity. This document formally defines our official policy regarding Internet usage, and all Internet users are expected to be familiar with and to comply with this policy. For the purposes of this document the Internet is defined as a worldwide "network of networks" using Transmission Control Protocol/Internet Protocol (TCP/IP) for communication.

PURPOSE

GlobalNet is committed to preventing the occurrence of inappropriate, unethical, or unlawful behavior by any of the users of its computing systems and telecommunications networks. These responsibilities are not only mandated by the company's business interests, but by legal and ethical obligations concerning the welfare and privacy of its customers and business partners. This Internet usage Policy and its strict enforcement is an important and necessary part of the overall usage strategy.

SCOPE

The scope of this policy includes the following information:

- Internet services;
- Resource usage;
- Expectation of privacy;
- Corporate image;
- Contacts for usage issues and questions;
- Periodic reviews.

The components outlined here focus on issues associated with GlobalNet's host computers, PCs, routers, terminal servers, and other devices that support access to the Internet. The scope of this document does not include facility-specific usage policies, application usage, and non-Internet usage.

The Internet usage Policy applies to all Internet users (individuals working for the company, including permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the computing or networking resources.

GlobalNet's Internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise their good judgment while using Internet services.

CONSEQUENCES OF VIOLATIONS

Violations of the Internet usage Policy will be documented and can lead to revocation of system privileges and/or disciplinary action up to and including termination. Additionally, GlobalNet may, at its discretion seek legal remedies for damages incurred as a result of any violation. The company may also be required by law to report certain illegal activities to the proper enforcement agencies.

Before access to the Internet via company network is approved, the potential Internet user is required to read this Internet usage Policy

USAGE THREATS

Internet connectivity presents GlobalNet with risks that must be addressed to safeguard the company's vital information assets. These risks include:

INAPPROPRIATE USE OF RESOURCES

Access to the Internet by personnel that is inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, GlobalNet may face loss of reputation and possible legal action through other types of misuse.

MISLEADING OR FALSE INFORMATION

All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and information may be outdated or inaccurate.

INTERNET SERVICES

Access to the Internet will be provided to users to support business activities and only on an as-needed basis to perform their jobs and professional roles.

INTERNET SERVICES ALLOWED

Internet access is to be used for business purposes only. Capabilities for the following standard Internet services will be provided to users as needed:

- Email — Send/receive Email messages to/from the Internet (with or without document attachments).
- Navigation — WWW services as necessary for business purposes, using a hypertext transfer protocol (HTTP) browser tool. Full access to the Internet; limited access from the Internet to dedicated company public web servers only.
- File Transfer Protocol (FTP) — Send data/files and receive in-bound data/files, as necessary for business purposes.

GlobalNet reserves the right to add or delete services as business needs change or conditions warrant. All other services will be considered unauthorized access to/from the Internet and will not be allowed.

REMOVAL OF PRIVILEGES

Internet access will be discontinued upon termination of employee, completion of contract, end of service of non-employee, or disciplinary action arising from violation of this policy.

USAGE POLICIES RESOURCE USAGE

Access to the Internet will be approved and provided only if reasonable business needs are identified. Internet services will be granted based on an employee's current job responsibilities.

ALLOWED USAGE

Internet usage is granted for the sole purpose of supporting business activities necessary to carry out job functions. All users must follow the company principles regarding resource usage and exercise good judgment in using the Internet. Questions can be addressed to Chris Toselli or Ian Whitehouse

Acceptable use of the Internet for performing job functions might include:

- Internal Communication
- Communication between employees and non-employees for business purposes;
- IT technical support downloading software upgrades and patches;
- Review of possible vendor web sites for product information;
- Reference regulatory or technical information.
- Research

PERSONAL USAGE

GlobalNet recognises that the internet can be a powerful research, communication and leisure tool. The company takes a reasonable usage policy when enforcing this Internet Policy in respect of personal usage. Personal usage of the internet will be permitted during lunch time breaks so long as users do not breach the prohibited usage clause.

Users who choose to store or transmit personal information such as private keys, credit card numbers or certificates or make use of Internet “wallets” do so at their own risk. GlobalNet will not accept, and expressly disclaims any responsibility for the loss of any information or any consequential loss of personal property.

PROHIBITED USAGE

Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited. GlobalNet also prohibits the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.

Other activities that are strictly prohibited include, but are not limited to:

- Accessing company information that is not within the scope of one’s work. This includes unauthorised reading of customer account information, unauthorised access of personnel file information, and accessing information that is not needed for the proper execution of job functions.
- Misusing, disclosing without proper authorisation, or altering customer or personnel information. This includes making unauthorised changes to a personnel file or sharing electronic customer or personnel data with unauthorised personnel.
- Deliberately pointing or hyper-linking of company Web sites to other Internet/WWW sites whose content may be inconsistent with or in violation of the aims or policies of the company.
- Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations Australian export control laws and regulations.
- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organisation. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise. This includes the downloading and use of peer to peer sharing software that allows the sharing of music, video or any other type of file.
- Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls.
- Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Any form of gambling.

Bandwidth both within the company and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees.

SOFTWARE LICENSE

The company strongly supports strict adherence to software vendors' license agreements. When at work, or when company computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to management for review.

Similarly, reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

EXPECTATION OF PRIVACY

Users should consider that their Internet activities are periodically monitored and limit their activities accordingly.

Management reserves the right to examine email, personal file directories, web access, and other information stored on company computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of company information systems.

EMAIL CONFIDENTIALITY

Users should be aware that clear text email is not a confidential means of communication. The company cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Users should also be aware that once an email is transmitted it may be altered. Deleting an email from an individual workstation will not eliminate it from the various systems across which it has been transmitted.