

## **VIAMED Ltd**

### **Company Personnel Manual**

#### **Section 42. Telephones, Faxes emails etc**

##### **Telecommunications Regulations 2000**

The following notifies all employees that telephone calls; faxes and e-mails may be monitored. This could be carried out for the purposes of

- Recording evidence of transactions;
- Ensuring compliance with regulatory or self-regulatory rules or guidance;
- Gaining routine access to business communications;
- Maintaining the effective operation of the company's systems;
- Monitoring standards of service and training; and
- Combating crime, and the unauthorised use of the company's systems.

The above refers to the Telecommunications (Lawful Business Practice)(Interception of Communications) Regulations 2000(SI 2000/2699), which were issued under the Regulation of Investigatory Powers Act 2000, and came into force on 24<sup>th</sup> October 2000.

##### **Telephone Calls:**

Incoming Personal Calls – Employees are asked to keep incoming personal calls to a minimum

Outgoing Personal Calls – No personal calls are allowed without the permission of a Director

Unauthorised access to premium rates services will be viewed as a case of gross misconduct and as a fraudulent act. This includes chat lines, and downloading of text images, messages and call tones etc.

##### **Faxes:**

Incoming and outgoing faxes – No personal faxes are allowed without the permission of a Director.

##### **E-mails:**

Incoming and Outgoing – All personal e-mails are strictly forbidden, unless authorisation is obtained from a Director. Transmission and Receipt of personal e-mails will be regarded as a case of gross misconduct, since they could endanger the company's systems.

**Internet:**

Unauthorised of the company's systems in order to gain access to the internet is strictly forbidden and breach of this will be regarded as a case of gross misconduct.

This includes unauthorised use of social networks (Facebook, Twitter Etc...)

Use of the Computer systems must be in compliance with the Computer Misuse Act 1990, any breach of this is regarded as a case of gross misconduct which will also be reported to relevant authorities.

**Personal Mobile Phones:**

Employees are allowed to bring personal mobile phones into the building, provided they are kept out of use (voice calls, text messages, alarms, ring tones, games etc.) during working hours and where appropriate, kept in personnel lockers. The use of Mobile phones is allowed during lunch breaks as long as they are used outside the building.

Charging of mobile phones is classed as theft of company property and therefore strictly not allowed

Please note that certain mobile phones can possibly affect the company's systems and medical equipment, which may be on site.

**Use of Internet during breaks:**

Unauthorised of the company's systems in order to gain access to the internet is strictly forbidden and breach of this will be regarded as a case of gross misconduct. However there is a WiFi Network 'SSID Viamed Guest' which is NOT connected to the Work systems which is available to use during breaks on mobile devices and Tablets. Password available on request.