

Acceptable e-mail and communications policy

Use of email (and general communications) by employees, officials, skaters or volunteers of Inclusive Skating is permitted and encouraged where such use supports the goals and objectives of the business.

However, Inclusive Skating has a policy for the use of email and communications whereby everyone, including the employee must ensure that they:

- comply with current legislation
- use email in an acceptable way
- do not create unnecessary business risk to Inclusive Skating by their misuse of the internet.

Unacceptable behaviour

- use of company communications systems to set up personal businesses or send chain letters
- forwarding of company confidential messages to external locations
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- breaking into the company's or another organisation's system or unauthorised use of a password/mailbox
- broadcasting unsolicited personal views on social, political, religious or other non-business matters
- transmitting unsolicited commercial or advertising material
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of computer virus or malware into the corporate network

Monitoring

Inclusive Skating accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee, official and volunteer productivity and the reputation of Inclusive. In addition, all of Inclusive Skating's email resources are provided for business purposes. Therefore, Inclusive Skating maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, Inclusive also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

Sanctions

Where it is believed that an employee, official, skater or volunteer has failed to comply with this policy, they will face Inclusive Skating's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record. The Policy and Code for

Officials of Inclusive Skating and all relevant Codes of Conduct of the relevant National Governing bodies of Sport and Ice Skating will apply.

Agreement

All Inclusive Skating employees, contractors, officials, volunteers or temporary staff who have been granted the right to use the company's email services are required to confirm their understanding and acceptance of this policy.