



**Title:** Computer Access and Internet Usage Policy  
**Version:** 1.2  
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<b>Document #:</b> POL-013	<b>Title:</b> Computer Access and Internet Usage Policy	<b>Version #</b> 1.2
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<b>Document</b>	<b>Rev #</b>	<b>Date</b>	<b>Originator</b>	<b>Details of Change</b>
POL-013	1.0	2011-09-11	SQT	Original Draft
POL-013	1.1	2017-09-14	SQT	Updated format
POL-013	1.2	2018-10-25	SQT	Updated signature

## Scope

Squamish Terminals' technical resources are provided for the benefit of the Company and its customers, vendors, and suppliers. These resources are provided for use in the pursuit of Company business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

Squamish Terminals encourages employees to use the Internet and e-mail to access information needed to conduct business and, when appropriate, for business-related correspondence. Electronic communications systems and all messages generated on or handled by them, are the property of Squamish Terminals.

## Employee's Responsibilities

Each employee is responsible for the content of all text, audio, or images that they place or send over the Company's technical resources. Furthermore, each employee is obliged to follow instructions given by the IT Department concerning use of the Company's technical resources.

## Terms and Conditions

The following terms and conditions apply to all employees who use these systems:

1. Squamish Terminals retains the right to access or monitor any communication or information stored on or passing through the company's systems and employees can have no expectation of personal privacy with regard to the information stored on the company system.
2. Squamish Terminals' electronic communication systems are intended to be used for business-related activities only. Incidental personal use is permitted as long as it does not consume more than a trivial amount of resources, does not interfere with productivity and does not pre-empt business activity. Incidental personal use includes maintaining a list of personal as well as business commitments in a calendar or organizer file or use of e-mail or telephones for short personal communications. Nevertheless, employees have no right of privacy as to any information or file maintained in or on the Company's property or transmitted or stored through the Company's technical resources.
3. When using Internet e-mail, employees should be aware that this is not a secure medium in which to send confidential information. Unencrypted messages sent through the Internet are accessible to anyone who comes into contact with them.
4. You should not send e-mail or other communications that either mask your identity or indicate that they were sent by someone else.
5. As with written mail, employees must ensure that the content of electronic and voice mail messages is accurate and consistent with standards expected of the employee.

6. Employees are strictly prohibited from leaving or sending messages, and viewing internet sites (including downloading of material) that are profane, illegal, unethical, offensive, discriminatory, harassing or abusive.
7. When communicating outside of Squamish Terminals, employees should use discretion when sending/leaving confidential messages (email/voicemail) because other parties could access them.
8. Downloading and the installing of software through the Internet carries the risk of virus infection of our systems. Permission must be received from the IT department before proceeding. Virus detection programs should be used when downloading software.
9. Company software is not to be copied. It is a criminal offence to violate copyright and licensing agreements.
10. Employees must not attempt to avoid or defeat any Internet firewalls used by Squamish Terminals or other security procedures that may now exist or may be implemented in the future.
11. Employees are prohibited from tampering, moving, reconfiguring or doing anything else that could damage computers, printers and other equipment.
12. Solicitation for any non-Company business or activities using Squamish Terminals' resources is strictly prohibited.
13. The use of passwords belonging to other employees is strictly prohibited. The Company may override any applicable passwords or codes to inspect, investigate, or search an Employee's files and messages. All passwords must be made available to the IT Department when they are changed. You should not provide a password to other employees or to anyone outside Squamish Terminals and should never access any technical resources using another employee's password unless it is deemed necessary for the purpose of conducting company related business and must be pre-approved by the IT Department or your manager.
14. The Company's technical resources should not be used for personal gain or the advancement of individual views unrelated to work.
15. The Company's technical resources are to be used in such a manner that overload of the network is avoided.
16. When employment ends at Squamish Terminals, employees must return to the Company all technical resources and any information held in electronic form, including copies of data, programs etc., to the IT Department or their Manager.

## Definitions

**Technical Resources:** This policy applies to use of all information technology /communication equipment owned or leased by Squamish Terminals – including, but not limited to, technical resources such as desktop and portable computer systems and networks, telephones, cellular telephones and other wireless devices, fax machines, Internet and World Wide Web (Web) access, voice mail, and electronic mail (e-mail).

## Violations

Violations of any guidelines in this policy will result in disciplinary action up to and including termination of employment. In addition, Squamish Terminals may advise appropriate legal officials of any illegal violations.

Approved By:



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Paul Morris  
Terminal Manager