

Company Policy Information Technology

Computer, email, and internet usage

Company employees are expected to use the Internet responsibly and productively.

Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.

All Internet data that is composed, transmitted and/or received by LTG's computer systems is considered to belong to LTG and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of LTG and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections

Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language and images

All sites and downloads may be monitored and/or blocked by LTG if they are deemed to be harmful and/or not productive to business

The installation of software any software is strictly prohibited. Should there be a requirement to load new software it must be logged and action by the IT department.

Unacceptable usage

Unacceptable use of the internet by employees includes, but is not limited to:
Sending or posting discriminatory, harassing, or threatening messages or images via the Internet or the ltgfreight.co.za email service.

Using computers to perpetrate any form of fraud, and/or software, film or music piracy.

Using, or disclosing someone else's Login access (Username and password) without authorization

Downloading, copying or pirating software and electronic files that are copyrighted or without authorization

Sharing confidential material, trade secrets, or proprietary information outside of the organization

Hacking into unauthorized websites

Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers

Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems

Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities

Passing off personal views as representing those of the organization

If an employee is unsure about what is constituted acceptable Internet usage, then he/she should ask his/her manager for further guidance and clarification

All terms and conditions as stated in this document are applicable to all users of the LTG network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by LTG.