**COMPUTER, EMAIL,**

**AND INTERNET USAGE POLICY**

This Policy on Computer, Email and Internet Usage establishes guidelines for the use of [SPECIFY YOUR RESTAURANT NAME] employees who have access to computers and the internet which is to be used in the performance of their work. This policy emphasizes the appropriate use in facilitating the communication in the workplace and outlines the prohibited types of content and the right of [SPECIFY YOUR RESTAURANT NAME] to monitor the employee use and content of messages, and will impose the necessary disciplinary consequences for the misuse.

This policy area is in a state of legal flux and should be monitored closely for changes in the interpretation and application of laws and regulations as being mandated by [SPECIFY YOUR RESTAURANT NAME]. Access to the Internet through [SPECIFY YOUR RESTAURANT NAME] Network is a privilege and all employees of [SPECIFY YOUR RESTAURANT NAME] must adhere to the policies concerning Computer, Email and Internet Usage.

All employees of [SPECIFY YOUR RESTAURANT NAME] are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules as set forth hereunder.

**POLICY STATEMENT**

1. This policy sets out rules that all [SPECIFY YOUR RESTAURANT NAME] employees must follow and abide when using the [SPECIFY YOUR RESTAURANT NAME] computers, software, programs and other computer-like devices, email and internet from any [SPECIFY YOUR RESTAURANT NAME] computer, which includes both usage of both the World Wide Web (www) and [SPECIFY YOUR RESTAURANT NAME]’s internal intranet systems (“[SPECIFY YOUR RESTAURANT NAME] Network”]

2. This policy also applies to personal use of [SPECIFY YOUR RESTAURANT NAME] email system. However, applied also are additional confidentiality and liability conditions to emails.

3. This policy also explains what [SPECIFY YOUR RESTAURANT NAME] may do as an employer to lawfully monitor and report use of the [SPECIFY YOUR RESTAURANT NAME] network and/or [SPECIFY YOUR RESTAURANT NAME] computer and investigate suspected systems breaches by the employee or third parties as well as unlawful behaviour.

4. This policy applies to any person who uses the [SPECIFY YOUR RESTAURANT NAME] network and/or computers to access the Internet and e-mail. Where the policy refers to “personnel” or “user” this

means anyone employed by [SPECIFY YOUR RESTAURANT NAME], any person carrying out work activities on [SPECIFY YOUR RESTAURANT NAME] occupied premises who is not directly employed by [SPECIFY YOUR RESTAURANT NAME] (e.g. interns, work placement or volunteers), or any person providing a service to [SPECIFY YOUR RESTAURANT NAME] under contract (independent contractor, consultant, or temporary employee). Collectively referred to as “[SPECIFY YOUR RESTAURANT NAME] Personnel”.

5. Access to the [SPECIFY YOUR RESTAURANT NAME] network and/or internet access is provided primarily to [SPECIFY YOUR RESTAURANT NAME] personnel to use for the [SPECIFY YOUR RESTAURANT NAME] business and to develop the skills and knowledge of the [SPECIFY YOUR

RESTAURANT NAME] workforce to the benefit of its business objectives. A certain amount of limited and responsible personal use is also allowed.

6. Internet raises concerns about security. The wide range of information available on the [SPECIFY YOUR RESTAURANT NAME] Network, as well as the Internet, and the nature and risks associated with the use of the internet warrants the complete privacy, integrity, confidentiality, monitoring and proper conduct.

7. Job-related activities in [SPECIFY YOUR RESTAURANT NAME] include research and educational tasks that may be found via the Internet that would help the employee’s role and tasks.

8. All sites and downloads may be monitored and/or blocked by [SPECIFY YOUR RESTAURANT NAME] if they are deemed harmful and/or not productive to the restaurant.

9. Data Protection System. [SPECIFY YOUR RESTAURANT NAME] may monitor all user activity on the Internet at network level for purposes of this policy. Information recorded as part of this automated monitoring process includes user identification, domain names of websites visited, duration of visits, and files uploaded to or downloaded from the Internet. This monitoring may reveal sensitive data about the employees thus he or she must be aware of. For example are visits to websites which details the activities of a particular political party or religious group might indicate the political opinion or religious belief of that employee member of [SPECIFY YOUR RESTAURANT NAME], or self-help or health advice sites might identify a physical or mental health condition. By carrying out such activities using [SPECIFY YOUR RESTAURANT NAME] Internet access facilities, staff consent to [SPECIFY YOUR RESTAURANT NAME] processing any sensitive personal data about them that may be revealed through monitoring.

10. Employee who do not consent must take responsibility for the maintenance of their own personal privacy by not using [SPECIFY YOUR RESTAURANT NAME] systems to access this type of information.

**PURPOSE**

The purpose of this policy is to define standards for systems that monitor and limit the web use from any computer or host within [SPECIFY YOUR RESTAURANT NAME] Network. These standards are designed to ensure that [SPECIFY YOUR RESTAURANT NAME] assets network, and Internet are used in a safe and responsible manner, to ensure the confidentiality, integrity, and reliability of the [SPECIFY YOUR RESTAURANT NAME] Network, and to prevent intrusions into [SPECIFY YOUR RESTAURANT NAME] Network, breaches of personal and sensitive data, and ensure that employee web use by personnel be monitored or researched in the event of an incident.

**SCOPE**

1. This policy applies to all employees of [SPECIFY YOUR RESTAURANT NAME] who have access to computers and the internet to use in the performance of their work. Use of the Internet by employees of [SPECIFY YOUR RESTAURANT NAME] is permitted and encouraged where such use supports the goals and objectives of the restaurant.

2. This policy applies to all [SPECIFY YOUR RESTAURANT NAME] employees, staffs, and agents with a [SPECIFY YOUR RESTAURANT NAME] owned, contractor provided, government furnished or personally-owned computer or workstation connected to the [SPECIFY YOUR RESTAURANT NAME] Network. This policy on Computer, Email and Internet Usage applies to all end user initiated communications between [SPECIFY YOUR RESTAURANT NAME] Network and the Internet to which includes the web browsing, instant messaging, file transfer, file sharing, and other standard and proprietary protocols.

3. This policy also explains what [SPECIFY YOUR RESTAURANT NAME] may do as an employer to lawfully monitor and report use of the system and investigate suspected systems breaches by the employee of [SPECIFY YOUR RESTAURANT NAME] or third parties as well as unlawful behavior.

4. Violation of these policies on Computer, Email, and Internet Usage as being mandated by [SPECIFY YOUR RESTAURANT NAME] could result in disciplinary and/or legal action leading up to and including the termination of employment of the employee of [SPECIFY YOUR RESTAURANT NAME]. Employees of [SPECIFY YOUR RESTAURANT NAME] may also be held personally liable for damages caused by any violations of this policy.

**POLICY**

**A. Internet and Network Monitoring**

1. [SPECIFY YOUR RESTAURANT NAME] will from time to time incorporate intrusion detection capabilities into its Network so as to provide information relating to unauthorized or irregular behaviour on any [SPECIFY YOUR RESTAURANT NAME] computer, network, or telecommunication system, and also analysing the latter for signs and marks of possible incidents in [SPECIFY YOUR RESTAURANT NAME] to which are violations or imminent threats or violation of computer security policies, acceptable use policies, or standard security practices. This is done to protect [SPECIFY YOUR RESTAURANT NAME] and customer or client resources and data maintained or stored on the [SPECIFY YOUR RESTAURANT NAME] Network.
2. To protect the integrity of the [SPECIFY YOUR RESTAURANT NAME] Network and the data maintained on its Network, [SPECIFY YOUR RESTAURANT NAME] may monitor Internet usage, network traffic on the [SPECIFY YOUR RESTAURANT NAME] Network as well as all [SPECIFY YOUR RESTAURANT NAME] computers and devices, whether or not connected to the [SPECIFY YOUR RESTAURANT NAME] Network.
3. Because information recorded by automated monitoring systems in [SPECIFY YOUR RESTAURANT NAME] can be used to identify an individual user and show, for example, a website or document that a use has been viewing and the time spent browsing, personnel must not assume privacy in their use of the [SPECIFY YOUR RESTAURANT NAME] systems, even when accessing the systems in their personal time i.e. out of paid working hours.
4. In the event that [SPECIFY YOUR RESTAURANT NAME] finds inappropriate activity or infestation of a company asset, this information may then be shared with the appropriate [SPECIFY YOUR RESTAURANT NAME] management, legal counsel, and law enforcement personnel. [SPECIFY YOUR RESTAURANT NAME] reserves the right to carry out detailed inspection, make a copy of any [SPECIFY YOUR RESTAURANT NAME] assets or devices containing [SPECIFY YOUR RESTAURANT NAME] data, where warranted, and to reimage any [SPECIFY YOUR RESTAURANT NAME] asset as needed.

**B. Access to Website Monitoring Reports**

Authorized [SPECIFY YOUR RESTAURANT NAME] management personnel, the [SPECIFY YOUR RESTAURANT NAME] legal counsel and law enforcement personnel will have access to all reports and data if necessary in order to respond to a security incident.

**C. Internet Use Filtering System**

1. [SPECIFY YOUR RESTAURANT NAME] employees shall not access, transmit, upload, download, print, display or otherwise disseminate the following types of material while on the [SPECIFY YOUR RESTAURANT NAME] Network or while using [SPECIFY YOUR RESTAURANT NAME] assets:

* Adults/sexually explicit and/or obscene images, data, or other material
* Tasteless, defamatory, and/or offensive content
* Racially offensive materials
* Fraudulent or otherwise unlawful materials
* Material that promote violence, intolerance and/or hatred
* Any data able to be transformed or altered into scandalous or indecent photo or material
* [INSERT OTHERS, AS APPLICABLE]
* [INSERT OTHERS, AS APPLICABLE]

This also includes obscene language, pornography, hostile material relating to gender, sex, race, sexual orientation, religious, political convictions, disability or information that would cause or promote incitement of hatred, violence or any other intimidating material that is designed or could be used against [SPECIFY YOUR RESTAURANT NAME] to cause offence, annoyance, inconvenience, needless anxiety or which would contravene any [SPECIFY YOUR RESTAURANT NAME] policy, in particular equal opportunities or harassment, or break any law.

2. [SPECIFY YOUR RESTAURANT NAME] employee cannot:

* Any employee of [SPECIFY YOUR RESTAURANT NAME] who intentionally circumvent security mechanisms such as cracking passwords of [SPECIFY YOUR RESTAURANT NAME] Network, exploiting system vulnerabilities, or using systems in excess of granted privileges.
* Any employee of [SPECIFY YOUR RESTAURANT NAME] who intentionally write, compile, copy, propagate, execute, or attempt to introduce any malicious computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer system of [SPECIFY YOUR RESTAURANT NAME].
* Any employee of [SPECIFY YOUR RESTAURANT NAME] who transmit, upload, post or discuss personal identifiable information, protected health information, or sensitive government or [SPECIFY YOUR RESTAURANT NAME] corporate data with any third party without prior written authorization from the appropriate [SPECIFY YOUR RESTAURANT NAME] management representative.
* [INSERT OTHERS, AS APPLICABLE]
* [INSERT OTHERS, AS APPLICABLE]

3. In addition to the above, the Internet may not be accessed and used for any of the following:

* Any activity of the employee of [SPECIFY YOUR RESTAURANT NAME] that infringes copyright.
* Transmission of unsolicited commercial or advertising material of [SPECIFY YOUR RESTAURANT NAME].
* Deliberate unauthorized access to facilities or services accessible via the Internet as connected with [SPECIFY YOUR RESTAURANT NAME] Network.
* Corrupting or destroying another user’s data.
* Any activity of the employee of [SPECIFY YOUR RESTAURANT NAME] that would violate the privacy of others.
* Any activity of the employee of [SPECIFY YOUR RESTAURANT NAME] that would risk bringing the organization into disrepute or place the trust in a position of liability.
* Any activity of the employee of [SPECIFY YOUR RESTAURANT NAME] that could cause damage or disruption to organizational systems.
* Any activity of the employee of [SPECIFY YOUR RESTAURANT NAME] that would violate the laws and regulations of the [SPECIFY COUNTRY].
* Usage of [SPECIFY YOUR RESTAURANT NAME] Internet to run a personal business.
* [INSERT OTHERS, AS APPLICABLE]
* [INSERT OTHERS, AS APPLICABLE]

4. [SPECIFY YOUR RESTAURANT NAME] reserves the right to block access to Internet websites and protocols that are deemed inappropriate for the [SPECIFY YOUR RESTAURANT NAME] corporate environment. The following protocols and categories of websites are examples of the type of websites that may be blocked:

* Adult or sexually explicit material
* Advertisement and Pop-Ups
* Gambling
* Hacking
* Illegal Drugs
* Intimate Apparel and Swimwear
* Peer to peer file sharing
* SPAM, Phishing and Fraud
* Spyware
* Tasteless Defamatory, and/or Offensive Content
* Racially offensive, Promoting Violence, Intolerance and/or Hatred
* [INSERT OTHERS, AS APPLICABLE]
* [INSERT OTHERS, AS APPLICABLE]

**D. Internet Use Filtering Exceptions**

If a site is blocked, then [SPECIFY YOUR RESTAURANT NAME] employee may only access that blocked site with prior written permission if appropriate and necessary for business purposes. If any employee need access to a site that is blocked and appropriately categorized, they must submit a request to their [SPECIFY THE HEAD OF THE RESTAURANT E.G. MANAGER OR SUPERVISOR]. They will then present all approved exception requests to [SPECIFY YOUR RESTAURANT NAME] in writing or by email, and [SPECIFY YOUR RESTAURANT NAME] will evaluate the request and consider unblocking that site or category.

**E. Unacceptable Use of the Internet**

Unacceptable use of the Internet by [SPECIFY YOUR RESTAURANT NAME] employees includes, but is not limited to:

* Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via [SPECIFY YOUR RESTAURANT NAME] email service.
* Using the computers to penetrate any form of fraud, and/or software, film or music piracy.
* Stealing, using or disclosing someone else’s password without authorization from [SPECIFY YOUR RESTAURANT NAME] head.
* Sharing confidential material, trade secrets, or proprietary information outside of the [SPECIFY YOUR RESTAURANT NAME].
* Hacking into unauthorized websites.
* Sending or posting information that is defamatory to [SPECIFY YOUR RESTAURANT NAME], its products or services, colleagues and/or customers.
* Introducing malicious software onto [SPECIFY YOUR RESTAURANT NAME] Network and/or jeopardizing the security of the [SPECIFY YOUR RESTAURANT NAME]’s electronic communications systems.
* Sending or posting chain letters, solicitations, or advertisements not related to [SPECIFY YOUR RESTAURANT NAME]’s purposes or activities.
* Passing off personal views as representing those of the [SPECIFY YOUR RESTAURANT NAME].
* [INSERT OTHERS, AS APPLICABLE]
* [INSERT OTHERS, AS APPLICABLE]

If an employee of [SPECIFY YOUR RESTAURANT NAME] is unsure about what constituted acceptable Internet usage, the he (or) she should ask his or her supervisor for further clarification and guidance.

**ENFORCEMENT**

[SPECIFY YOUR RESTAURANT NAME] employees are expected to report suspected violations of this policy to the [SPECIFY YOUR RESTAURANT NAME] management.

Any employee of [SPECIFY YOUR RESTAURANT NAME] found to have violated this policy may be subject to disciplinary action, up to and including the termination of employment from [SPECIFY YOUR RESTAURANT NAME].

All the terms and conditions as stated in this document are applicable to all employees of [SPECIFY YOUR RESTAURANT NAME] 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 and set forth by [SPECIFY YOUR RESTAURANT NAME]. Any user violating these policies is subject to disciplinary actions deemed appropriate by [SPECIFY YOUR RESTAURANT NAME].

**AMENDMENTS**

This [SPECIFY YOUR RESTAURANT NAME] Computer, Email and Internet Usage Policy may be amended or revised from time to time. [SPECIFY YOUR RESTAURANT NAME] employee will be provided with copies of all amendments and revisions, and unless otherwise stated in a respective amendment or revision text, compliance with amendments and revisions will be enforceable immediately upon receipt.

**ACKNOWLEDGMENT**

After reading this [SPECIFY YOUR RESTAURANT NAME] Computer, Email and Internet Usage Policy, please sign the coverage form and submit it to your supervisor or HR department for filing.

By signing below, you as the employee of [SPECIFY YOUR RESTAURANT NAME] acknowledges receipt of and compliance with the Computer, Email and Internet Usage Policy. Furthermore, the undersigned also acknowledges that he or she has read and understands this policy before signing this form.

Internet access will not be granted until this acknowledgement form is signed by the employee’s [SPECIFY HEAD OF THE RESTAURANT E.G. MANAGER OR SUPERVISOR]. After completion, the form is filed in the individual’s human resources file or in a folder specifically dedicated to Internet access. These acknowledgement forms are subject to internal audit.

**EMPLOYEE COMPLIANCE**

I understand and will abide by this [SPECIFY YOUR RESTAURANT NAME] Computer, Email anInternet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

[INSERT EMPLOYEE SIGNATURE]

[SPECIFY THE NAME OF THE EMPLOYEE]

[SPECIFY THE TITLE OR POSITION]

[SPECIFY YOUR RESTAURANT NAME]

[SPECIFY THE CURRENT DATE]