

Ahmad Alkhan
2253165

MEMORANDUM 2

Personal

To: S Keane, Office Manager
From: B Keyes, Chief Executive
Ref: BK/SM
Date: 12/04/2016

INTERNET SURFING AND USE OF E-MAIL

It has come to my attention that unproductive and inappropriate use is being made of both the Web and e-mail.

Please draft guidelines covering the use of the web and e-mail within the company. Staff should be informed that we have recently purchased software that allows our computer controller to monitor what websites employees visit. Furthermore, they should be told that it is now possible to see how long each site was visited, on what day it was visited and what each employee did when they were at a particular site.

On a cautionary note, I enclose a copy of the statement issued by IMPACT, the union that represents public service clerical workers. You will note that they consider that e-mail should be afforded the same privacy as normal post.

Encs

Copies to C Russell
P O'Brien
File.

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