



Greystones Sailing Club (“GSC” or “the Club”) VHF, Computer, Email and Internet Usage Policy

- GSC employees, members and guests are expected to use the Internet and VHF radio responsibly and productively. Internet access and the use of VHF radio is limited to job-related activities only and personal use is not permitted.
- VHF radios should be used in accordance with Department of Transport guidelines.
- Trainees should not be allowed access or use of the VHF radios or the Club laptop.
- Job-related Internet 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 GSC's computer systems is considered to belong to GSC 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 VHF radios and equipment, services and technology used to access the Internet are the property of GSC and the club reserves the right to monitor VHF transmission, and Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the Club's email system and VHF transmissions should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by GSC if they are deemed to be harmful and/or not productive to Club activities.
- The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the Internet and VHF radios by employees/members/guests includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Transmitting via VHF radio or sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the GSC email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization
- Uploading, downloading, copying or pirating software and electronic files that are copyrighted or without authorization.



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- Sharing confidential material, trade secrets, or proprietary information outside of the organization. This would include transmission of the same over VHF radio. ↗ Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the Club, 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 or creating websites/pages purporting to represent those of the organization unless by prior authorisation from the GSC Executive Committee

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

All terms and conditions as stated in this document apply to all users of GSC's network and Internet connection and VHF radios. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted under the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by GSC.

GSC Executive Committee