**POLICY CONTENTS CHECKLIST**

| ***TOPIC*** | ***ISSUES*** |
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| **ACCESS** | * Who is entitled to use email - in most companies, it would be difficult to justify denying any particular groups access to this valuable communication tool * How to get access to email * Who is entitled to access the web and when * How to get to the web |
| **PASSWORDS** | * Rules for choosing a password * Rules for changing a password * Warning on disclosing passwords * Rules on password-access to other companies' websites |
| **WEB** | * Prohibition on access to certain websites * Limitations on browsing the web for non-business purposes * Rules for adding information to your own website * Guidelines for responding to website enquiries |
| **DOWNLOADING** | * Prohibition on downloading offensive material * Information on the implications of copyright laws * Guidance on the use of unverified information |
| **EMAIL** | * Limitations on private use of email * Restrictions on content of e-mail * Rules for email distribution * Rules on disclosing email addresses * Legal position regarding defamation and inappropriate advice |
| **MONITORING** | * Notification that website access may be monitored * Notification that email may be intercepted and read |
| **DISCLAIMERS** | * Wording to use in disclaimer * Documents which require disclaimers |
| **DISCIPLINARY PROCEDURES** | * Sanctions which will be imposed for breaching the policy |