

LAND RECOVERY

E-MAIL AND INTERNET POLICY

This Policy details the rules and procedures that all Land Recovery Ltd and Land Recovery Rail Ltd (from herein all references to Land Recovery Ltd will imply the same to Land Recovery Rail Ltd) employees must follow when using email or accessing the Internet using company equipment. Guidance notes are provided in Appendix A of this document. It is important that you read the Policy and Guidelines carefully and fully understand them. Should there be any aspect of it you do not understand, please ask for an explanation from your IT Dept.

Electronic Mail

- The Company e-mail system is for business use. Occasional and reasonable Personal use is permitted in your own time provided that this does not interfere with the performance of your duties or contravene Company policy (e.g. defamation, harassment, computer security etc.). Please note your business email must not be used as a personal registration email, for example on-line shopping sites.
- All e-mail is stored (including personal e-mail) and monitored and the Company reserves the right to inspect and copy it at any time without notice.
- ✓ If you send a personal e-mail you should identify it as such, by inserting single word 'Personal' as the first line of the text. The content of your mail should then start from line two.
- ✗ You must not impersonate any other person when using e-mail, or amend messages received.

Internet

- Access to the Internet is provided for business use only. Occasional and reasonable personal use is permitted in your own time provided that this does not interfere with the performance of your duties or contravene Company policy (e.g. defamation, harassment, computer security etc.).
- All Internet access is monitored and logged. The Company reserves the right to use the information where necessary.
- ✗ You must not deliberately visit, view or download any material from any Web site containing sexual or illegal material or material that is offensive and may in any way contravene Land Recovery Limited Policies and guidelines.
- ✗ You must not download software onto the Company's system without the prior permission of your IT Dept.

Failure to comply with the rules set out in this Policy may: -

- a) result in legal claims against the Company and/or you personally
- b) lead to disciplinary action being taken against you, which in certain instances may include summary dismissal since breaches of the Policy may be viewed as gross misconduct.

The Managing Director and Directors fully support this policy and will actively communicate and promote the importance and relevance of it to all our staff.

This policy will be made available to all staff at induction, via the Company One Drive and on company notice boards. The Policy is available to view by interested parties via the Land Recovery upon request.

This policy shall be reviewed as a result of any significant changes or at least annually as part of the Management Review process defined in the Land Recovery Ltd Business Systems Manual.

Signed:



Title: Dan Beecroft
Managing Director
Date: January 2024

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LAND RECOVERY

Appendix A

This Policy explains what you are allowed to do and what you are not allowed to do, and where legal problems might arise for the Company and/or yourself in five key areas. These are:

- Harassment
- Defamation
- Copyright
- Pornography
- Confidential Information

Each of these potential legal problems is explained along with some guidance to help you avoid them.

Much of this guidance also applies to the Company's other methods of communicating with the outside world such as letter, fax and telephone.

Note — The Company reserves the right to amend the Policy at any time without prior notice.

GENERAL RULES, DOs AND DON'Ts

HARASSMENT

What is harassment?

- Harassment is any unwelcome statement or action that the recipient finds offensive. Harassment is a serious matter. It may be an offence leading to dismissal and may lead to civil and/or legal action being taken against the harasser.
- Sexual harassment is unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of the individual. In the context of this Policy this includes sending messages with suggestive material, offensive sexual propositions or abuse of a sexual nature.
- Racial harassment is unwanted conduct based on race affecting the dignity of the individual. In the context of this Policy this includes sending messages containing offensive insults or 'jokes' based on race and abuse of a racial nature.
- Disability harassment is unwanted conduct based on disability that affects the dignity of the individual. In the context of this Policy this includes sending messages containing offensive insults or jokes based on disability and abuse related to disability.

What you must not do

- ✘ You must not send abusive or offensive messages.

What are the consequences of not following this policy?

- Harassment is a criminal offence for which the harasser can be imprisoned. Victims of harassment may be able to claim damages from the harasser and from the Company. In addition to legal costs, harassment impacts upon productivity and the Company's ability to recruit and retain staff.
- If you are suspected of having committed acts of harassment, you may be dealt with under the Company's disciplinary procedures that may lead to your dismissal. The matter may also be referred to the police and criminal proceedings may be taken against you.

Reporting

- Any employee who is subjected to, or has knowledge of, harassment (whether emailing from inside or outside the Company) is encouraged to immediately report that harassment. Please refer to Land Recovery Ltd Bullying & Harassment Policy, which can be obtained from the Land Recovery HR Manager.

DEFAMATION

What is defamation?

- Defamation is the publication to a statement that adversely affects a person, or a Company's reputation.

What you must not do.

- ✘ You must not send or circulate, internally or externally, any information that is defamatory. In particular, you must not send or circulate, internally or externally, any information that contains negative comments about an individual or company without first checking that the content of the information is accurate. If in doubt, you must check with your Manager.

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What are the consequences of not following this policy?

- A person or Company defamed may sue you and the Company for damages.
- Failure to follow these rules may lead to disciplinary action being taken against you. Such action may include your summary dismissal for an act of gross misconduct.

COPYRIGHT**What is copyright?**

- The owner of copyright has exclusive rights to works such as software, documents, articles, books, plays and musical compositions, in that they cannot be copied or used without the consent of the copyright owner.

What you must not do

- ✘ You must not download, upload, copy or transmit to third parties the works of others without their permission as this may infringe copyright. Copyright is most likely to be breached:-
 - a) When you download or upload material from the Internet; or
 - b) When you copy text/graphics or attach it to an email message.

What are the consequences of not following this Policy?

- You and the Company can be sued by the owner of the copyright for damages for unauthorised use of copyrighted material.
- Failure to follow these rules may lead to action being taken against you. Such action may include your summary dismissal for an act of gross misconduct.

PORNOGRAPHY**What is pornography?**

- Pornography is the explicit description or exhibition of sexual activity in literature, films etc. intended to stimulate erotic rather than aesthetic or emotional feelings.

What you must not do

- ✘ You must not access or transmit any material with a pornographic content.

What are the consequences of not following this Policy?

- Accessing and transmitting sexual material may be a criminal offence for which both you and the Company could be liable.
- The display on screen of sexual material or the transmitting of such material to other people may constitute sexual harassment (see the harassment section of this Policy).
- Failure to follow these rules may lead to disciplinary action being taken against you. Such action may include your summary dismissal for gross misconduct.

CONFIDENTIAL INFORMATION**What is confidential Information?**

- In general terms, confidential information includes any information that is not available to the public. Information that is highly confidential is information that would damage the Company's business if it became known to our competitors.

What you must do and what you must not do

- ✓ Do ask your Manager if you are not sure whether information is confidential.
- ✘ You must not send any documents of a confidential nature by e-mail unless you are authorised to do so by your Manager.
- ✘ You must not post confidential information onto the internet.

What are the consequences of not following this Policy?

- Confidential information is one of the Company's most valuable assets. If that information becomes public, it may affect the Company's competitiveness and put at risk the livelihoods of everyone employed by the Company.
- Failure to follow these rules may lead to disciplinary action being taken against you. Such action may include your summary dismissal for gross misconduct.

If you are in any doubt about this policy then please contact your IT Department

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