

WORKSAFEBC INTERNET - POLICY STATEMENT

INTRODUCTION

This document presents the policy defining acceptable use of the Internet by Workers' Compensation Board ("WorkSafeBC") employees, contractors or anyone else using WorkSafeBC equipment or facilities ("Internet users"). It is intended to clarify management's expectations in order to ensure a high level of professionalism in accordance with WorkSafeBC Standards of Conduct, a guide to honest, impartial, and ethical work practices for WorkSafeBC employees. The Senior Executive Committee (SEC) has adopted this policy. Any alterations or exceptions to the policy must be authorized by SEC or its successor.

Internet users have the responsibility to familiarize themselves with this policy document and adhere to its terms and conditions.

ACCOUNTABILITY

The primary purpose of providing access to the Internet is to facilitate business requirements. Occasional, brief personal use of the Internet is acceptable provided the restrictions in this policy are strictly followed.

All Internet activities may be monitored and recorded by WorkSafeBC, and accordingly no Internet activity is private, personal, or confidential. Use of WorkSafeBC Internet system constitutes consent to the monitoring and recording of all internet activity, including but not limited to sites accessed, content viewed, sent and/or posted, and time spent on the Internet.

The Internet is only to be used in a lawful and ethical manner and all users are expected to exercise good judgment consistent with the values and principles set out in the WorkSafeBC Standards of Conduct. Internet users must avoid accessing or attempting to access sites or participating in activities that might in any way discredit WorkSafeBC.

Internet users must follow the same general guidelines and judgment when posting information on the Internet that now guide their actions with other media, including television, radio, magazines, newspapers and any other release of information to the public.

Information on the Internet comes from many sources and may not be reliable. If Internet users intend to make a decision based on information found on the Internet, they should confirm the information from other sources or alternatively, ensure that the site used is appropriate and justifiable.

Prior to Internet access being approved and granted, Internet Users must complete and sign the Internet Usage Agreement form. The Internet Usage Agreement form will be stored in the employee's personnel file maintained by Human Resources.

REQUIREMENTS AND SPECIFIC RESTRICTIONS

Internet usage must be able to survive public scrutiny and/or disclosure. Accordingly, Internet Users must comply with the following:

- Internet users must not visit sites which carry offensive material, which includes but is not limited to images or text information that is illegal, defamatory, abusive, obscene, harassing, sexually explicit, sexist and/or racially offensive. Moreover, Internet users must not display, archive, store, distribute, edit or record offensive material on any WorkSafeBC equipment.
- Internet users must recognize and honour the intellectual property of others, and use due diligence to comply with all applicable laws and regulations and the legal protection provided by copyright, patents, trade-marks, licenses and other proprietary rights. Specifically, Internet users must not use WorkSafeBC assets to obtain or share copyrighted content such as music, movies or games without the permission of those who hold the proprietary rights to the content. Even where such permission has been received, Internet users must not download software of any kind without WorkSafeBC's permission.
- Internet users must respect and value the rights and privacy of all, recognize and respect the diversity of the population, respect the opinions of other Internet users and comply with legal restrictions regarding the use of information resources, including the *Freedom of Information and Protection of Privacy Act*.
- Confidential and/or sensitive information must not be transmitted via or exposed to Internet access without the ISD approved security products in place. Internet Users must follow the principles and restrictions set out in the Undertaking of Confidentiality, which employees signed upon starting work at WorkSafeBC.
- Internet users must not intentionally engage in any activity, which would compromise or circumvent the security measures imposed by WorkSafeBC or any other organization on the Internet.
- Internet users must not intentionally engage in any activity, which may degrade system performance. Specifically, Internet users must not engage in messaging to or from web sites other than as required for business purposes (e.g. instant messaging, chat boards or similar messaging sites) or play games against opponents over the Internet.

Where required for WorkSafeBC business purposes (e.g. investigations, audits), management may authorize staff to depart from the terms of this policy.

CONSEQUENCES OF NON-COMPLIANCE

Any violation of this policy may result in discipline up to and including termination.