



Fair Use of Technology Policy

Our commitment:

AMH Civil is committed to ensuring the appropriate and safe use of technology within the business, managing and maintaining the distribution and use of company hardware devices and software use in a fair and reasonable way that does not compromise the security or safety of our people or the business.

Policy in practice

Company ICT resources are provided to users for business purposes. Other than limited personal use, AMH Civil resources must be:

- Used for business use
- Used like any other business resources and users must comply with any codes of conduct, legislative requirements & any company policies.

Users are allowed reasonable access to electronic communications using AMH Civil resources to facilitate communication between employees and their representatives, provided that use is not unlawful, offensive or otherwise improper.

Large data downloads or transmissions should be minimised to ensure the performance of AMH Civil resources for other users is not adversely affected.

Users may use AMH Civil resources for personal reasons provided the use is not excessive and does not breach this policy.

Excessive personal use during working hours covers personal use which satisfies the following criteria:

- It occurs during normal working hours (but excluding an employee's lunch or other official breaks);
- It adversely affects, or could reasonably be expected to adversely affect, the performance of the employee's duties; and
- The use is not insignificant.

AMH Civil may seek reimbursement or compensation from a user for all or part of any costs where the user has caused AMH Civil to incur costs due to excessive downloading of non-work-related material in breach of this policy.

AMH Civil may implement remote management and monitoring of AMH Civil hardware devices to ensure the security of safety devices that are prone to cyber threats.

AMH Civil email addresses should not be used to subscribe to private subscriptions and other like services and should never be used as "recovery email" addresses for any other services. Subscribing to mailing lists and other like services using company ICT resources must be for company purposes or professional development reasons only and a different password must be used for all such purposes. Users should be aware that the provisions applying to access and monitoring of company ICT resources also apply to personal use.

Joseph Mansell

General Manager / Director

AMH Civil

A handwritten signature in black ink, appearing to be 'JM', written over a light blue circular stamp.