



Email, Internet and Computer Usage Policy

In this document, "**Walker**" means Walker Corporation Pty Limited (ACN 001 176 263) as trustee for the L A Walker Family Trust (ABN 92 134 623 291), Walker Group Holdings Pty Limited (ACN 001 215 069) and all their respective Australian domiciled controlled and related entities.

Purpose

This policy sets out the business approach and guidelines for email, Internet, and computer usage. The use of Walker computers are for legitimate business and some reasonable personal use.

Computer Security

As part of the Walker Cyber Security Program, all devices that access any of the Walker IT systems are monitored and should be protected with a unique and compliant security password. It is recommended to use the Walker password manager (1Password) to manage passwords securely. Devices that access any of Walker's IT systems should be locked when left unattended.

Privacy

The Walker security system monitors all network and computer activity to protect against Cyber Threats. Any suspicious activity is reported to the IT Team in real-time. All Walker personnel access to, and use of, any of Walker's IT system are recorded and monitored as part of computer security and general surveillance.

Email Restrictions:

The Walker firewall system protects all users from cyber threats and blocks specific content as listed below:

1. Spam, viruses and malware
2. Content that is regarded as illegal, menacing, harassing or offensive
3. Email or attachments may result in unauthorised interference and may cause damage to the business.

Acceptable Use Principles

The use of the Internet or email to make or send fraudulent, unlawful, offensive or abusive information or messages is prohibited and subject to disciplinary and criminal consequences. Staff may report such messages to their manager or the IT department.

Unlawful and inappropriate principles include:

1. Is illegal
2. Excessive personal use
3. Facilitate unauthorised access
4. Considered offensive or obscene
5. Is pornographic or sexually explicit
6. May disclose sensitive company information
7. Contains sensitive content that is not meant for you
8. May discriminate or vilify any person for any reason
9. Send an email that you are not authorised to send from

Breach of Policy

Breach of policy is subject to disciplinary actions, including termination of employment subject to employment laws. Breach of policy for contractors or temporary engagements may result in the termination of that contract to ensure the security of the Walker IT system.

All Walker personnel must comply with the terms of the policy.