



GBS Internet and Email Policy

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Definitions

“Confidential Information”	means any information or data not already in the public domain;
“Covert Monitoring”	means the process of monitoring that is deliberately carried out in secret;
“Email”	means any email address and all functions accessible by that address, including messages distributed by electronic means from one computer user to one or more recipients via a network;
“GBS”	means GB Snowsport Ltd.;
“GBS Athlete”	means athletes who are part of a GBS Team/GBS Squad;
“GBS CEO”	means the Chief Executive of GBS;
“GBS Data”	means GBS’ information, statistics, and facts, e.g. employee personal information;
“GBS Staff”	means staff who are employed by, or acting as a consultant to, GBS;
“GBS Volunteer”	means volunteers who work for GBS without pay;
“GBS Website”	means the official GBS website; https://www.gbsnowsport.com/ ;
“Internet”	means the system of connected devices that allows communication or the transferal of information, whether it be on a private or public network;
“Line Manager”	means the person with managerial responsibility over any individual subject to the Policy;

“Social Media”

means all forms of social media that exist now or may exist in the future. This includes (but is not limited to) Facebook, Twitter, YouTube, Instagram, Tumblr, LinkedIn, WhatsApp, Snapchat, Tinder, Flickr, Pinterest, Google+ and all other social networking websites, all other internet posting sites, blogs, and forums;

“Third Party”

means any individual or organisation and includes actual and potential clients, suppliers, distributors, business contacts, agents, advisors, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

1. Introduction

- 1.1. This document contains the GB Snowsport (GBS) Internet and Email Policy (the “Policy”) and is part of the GBS Officials’ Codes of Conduct and the GBS Athletes’ Code of Conduct. The Policy sets out the standards of use regarding Internet and Email use by GBS Staff, GBS Athletes, and GBS Volunteers.
- 1.2. The purpose of the Policy is to ensure that all GBS Staff, GBS Athletes, and GBS Volunteers understand how the Internet and Email should be used while working in a GBS capacity or while conducting business on behalf of GBS, to comply with legal and business requirements.
- 1.3. The Policy will describe the standards that GBS Staff, GBS Athletes, and GBS Volunteers are expected to observe and ensures that everyone is aware of the legal and/or disciplinary consequences attached to inappropriate Internet and Email use.
- 1.4. GBS recognises that the use of the Internet and Email is an important tool. GBS Staff, GBS Athletes, and GBS Volunteers are encouraged to use the Internet and Email to enhance productivity. However, the Internet is not censored or regulated, and can prove to be a risk against protecting GBS and its stakeholders from malevolent and illegal material.

Aims

- 1.5. To explain how to use the Internet and Email in a way that is not detrimental, unlawful, or offensive.
- 1.6. To avoid scenarios in which GBS can be accused of facilitating any detrimental, unlawful, or offensive action at any time.
- 1.7. To ensure that GBS’ Internet communications resources are managed efficiently and productively.

Scope

- 1.8. The Policy applies to all GBS Staff, GBS Athletes, and GBS Volunteers representing GBS with any form of access to a GBS owned internet network or remote network, or using a personal or GBS Email address while acting in a GBS capacity or conducting business on behalf of GBS.
- 1.9. The Policy is not designed to cover any area of Social Media use. For details on GBS’ stance on social media, please see the GBS Social Media Policy.

- 1.10. Failure to comply with the Policy will lead to disciplinary action in accordance with the GBS Disciplinary Policy. In addition, if your conduct is unlawful or illegal you may be personally or criminally liable with respect to civil and/or criminal proceedings, claims, or actions. GBS accepts no liability for legal breaches by GBS people regarding the Internet and Email.
- 1.11. The Policy is designed to be read in conjunction with the GBS Officials' Code of Conduct, GBS Athletes' Code of Conduct, GBS Disciplinary Policy, GBS Social Media Policy, and the GBS Telephony Policy that are published by GBS. These documents may receive revisions and updates occasionally, with the most up to date versions being available on the GBS Website.

2. Monitoring

- 2.1. GBS reserves the right to monitor Internet sites and communication platforms used on a GBS Staff, GBS Athlete, and GBS Volunteer basis. This will only be performed where there is a suspicion of behaviour which breaches the Policy. Any GBS Staff, GBS Athlete, or GBS Volunteer under surveillance will be informed, by the GBS CEO, that they are being monitored. Covert Monitoring will only be performed in exceptional circumstances in line with data protection legislation and only when sanctioned by the GBS CEO.
- 2.2. All of GBS' resources, including computers, access to the Internet, and communication platforms are provided solely for business purposes.

3. General Principles

Internet

- 3.1. The nature of the Internet makes it nearly impossible to define all inappropriate use. However, you are expected to ensure that your use of the Internet meets the general requirements of professionalism.
- 3.2. While representing GBS, acting in a GBS capacity, or conducting business on behalf of GBS when using any Internet connected device, GBS Staff, GBS Athletes, and GBS Volunteers must:
 - 3.2.1. not take part in any activity on the Internet that could bring GBS into disrepute;
 - 3.2.2. not visit Internet sites that contain obscene, hateful, pornographic, or otherwise illegal material, or use the Internet to send offensive or harassing material to other users;
 - 3.2.3. not download from the Internet commercial software or any copyrighted materials belonging to Third Parties that is not for a business purpose in aiding the productivity of GBS, unless this download is covered or permitted under a commercial agreement or other such licence;
 - 3.2.4. not intentionally introduce malicious software from the internet to a GBS device or onto the GBS network;
 - 3.2.5. not use the Internet to perpetrate any form of fraud, piracy, hacking into unauthorised areas, or any other illegal or criminal activity;
 - 3.2.6. not steal, use, or disclose another member of GBS Staff's login or password without authorisation;
 - 3.2.7. not undertake deliberate activities that waste GBS Staff, GBS Athlete, or GBS Volunteer effort or networked resources;
 - 3.2.8. abide by the GBS Social Media Policy.

Email

- 3.3. GBS Staff, GBS Athletes, and GBS Volunteers may use their GBS Email addresses for both work-related and personal purposes as long as they do not violate the principles of the Policy.
- 3.4. When using their GBS Email, GBS Staff, GBS Athletes, and GBS Volunteers must:
 - 3.4.1. not write or send Emails that might be defamatory or incur liability for GBS;
 - 3.4.2. not use Email to share Confidential Information outside of GBS without authorisation at any time;
 - 3.4.3. ensure that Emails do not contain controversial statements or opinions about GBS, GBS Partners, other organisations, or other GBS Staff, GBS Athletes, and GBS Volunteers. In particular, racial or sexual references, disparaging or potentially libellous/defamatory remarks, and anything that might be construed as harassment should be avoided;
 - 3.4.4. not use Email to register to illegal, unsafe, disreputable, or suspect websites and services;
 - 3.4.5. not use Email for any illegal or criminal activities;
 - 3.4.6. never knowingly send Emails that contain offensive material or viruses;
 - 3.4.7. not steal, use, or disclose the details of another member of GBS Staff's Email account without authorisation;
 - 3.4.8. not open Emails coming from an unknown source, but instead disclose them to the GBS CEO (see Clause 5);
 - 3.4.9. remember that anything created on GBS property (e.g such as computers owned by GBS) is property of GBS.

4. Personal Use

- 4.1. Internet and Email services must be used primarily for work-related communications and activities while acting in a GBS capacity or conducting business on behalf of GBS. GBS understands that GBS Staff, GBS Athletes, and GBS Volunteers may need to use personal Internet and Email services, however, the personal use of the Internet and Email should be "insignificant" and must be limited so as not to interfere with the GBS Staff, GBS Athlete, or GBS Volunteer's own responsibilities and GBS' productivity unless otherwise agreed with the relevant Line Manager.

5. Disclosure

- 5.1. With respect to the scope of the Policy, GBS Staff, GBS Athletes, and GBS Volunteers have a duty to report the following to the GBS CEO:
 - 5.1.1. any suspicious Emails, Email attachments, or websites;
 - 5.1.2. persistent use of the Internet for personal reasons;
 - 5.1.3. persistent downloading of illegal, obscene, or offensive material;
 - 5.1.4. any loss of GBS Data;
 - 5.1.5. any other breach of the Policy.

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