

# E-mail Usage Policy

## E-mail Usage

This policy applies to any e-mail (including any attachments to the e-mail) that you receive that has been sent by or on behalf of Programmed (being PERSOL Australia Holdings Pty Ltd, Programmed Maintenance Services Limited and their wholly owned subsidiaries and their officers, employees and contractors) (“**the E-mail**”).

Programmed is committed to upholding the principles of integrity and professionalism set out in Programmed’s Code of Conduct. However, Programmed recognises that inadvertent and other errors and third party interference may arise from the use and transmission of electronic communications. This policy is designed to notify you of important information regarding the receipt and use of E-mails.

By receiving the E-mail, you are deemed to have read the terms of this policy. If you have any questions or concerns about this policy, please contact Programmed.

### CONFIDENTIALITY AND LEGAL PROTECTIONS

The E-mail may contain information that is protected by privilege, including legal professional privilege, confidentiality, copyright and/or the Privacy Act 1988 (Cth). The confidentiality and/or privilege of the E-mail will not be considered to have been lost or waived by reason of the transmission of the E-mail or that the E-mail was sent to or received by a person to whom it was not intended to be sent.

If the E-mail contains information that is privileged, confidential or protected by copyright, it may not be used, reproduced, communicated, distributed, or adapted except with the prior written consent of Programmed. If the E-mail contains information that is subject to the Privacy Act 1988 (Cth), the information must be used and dealt with in accordance with the provisions of that legislation.

### UNAUTHORISED USE

The E-mail is for the exclusive use of the person, firm or corporation to whom it was intended to be sent (“**the Intended Recipient**”). The addressee of the E-mail may not necessarily be the Intended Recipient of the E-mail.

If you are not the Intended Recipient of the E-mail or have received the E-mail by mistake:

- the E-mail must be kept strictly confidential;
- you must notify us immediately upon its receipt;
- any use, reproduction, communication, disclosure, distribution, printing or copying of the E-mail is prohibited by law; and
- the E-mail must be destroyed immediately upon its receipt.

### LIABILITY

Whilst Programmed has cyber security measures in place, such measures are not error-free and the E-mail may nevertheless transmit computer viruses from third parties and/or be intercepted, corrupted, infected or lost. Programmed cannot accept any liability arising from or in connection with any transmission of viruses in or from the E-mail or any errors in, unauthorised use, interception or corruption of, access to or interference with the E-mail.

Any statements or opinions expressed in the E-mail are those of the author and are not necessarily those of Programmed.

It is your responsibility to check for any viruses before opening any E-mail and to check for any interference by third parties and other errors and to verify the accuracy and reliability of the information contained in the E-mail before relying upon it.