

## **E-MAIL and INTERNET CODE OF CONDUCT**

Access to e-mail and the Internet has been provided to staff for the benefit of XXX and its customers. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance XXX' public image, and to use the Internet in a productive manner.

To ensure that all employees are responsible, productive Internet users and are protecting XXX' public image, the following guidelines have been established for using the Internet.

Our Electronic Information systems are company property. These systems are in place to facilitate your ability to perform your job efficiently and productively. To that end, these systems are for business purposes, and personal use should be kept to a minimum, both in number and in length.

Your communications and use of our e-mail and Internet will be held to the same standard as all other business communications, including compliance with our anti-discrimination and anti-harassment policies. We expect you to use good judgment in your use of our company's systems. The Executive Director and Information Security Officer must be notified of unsolicited, offensive materials received by any employee on any of these systems.

### **Unacceptable Uses of the Internet**

The Internet must not be used for personal gain or advancement of individual views. Solicitation of non-XXX business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of XXX' networks or the networks of other users. It must not interfere with your productivity.

In addition, employees are strictly prohibited from using XXX e-mail or Internet access for any of the following purposes:

- 1) Viewing, transmitting, retrieving, or storing material that may in any way be considered abusive, obscene, or offensive.
- 2) Transmitting any messages containing derogatory, harassing, or inflammatory remarks about an individual or group's race, color, religion, national origin, sex, age, disability, or other characteristic or attributes not related to job performance.
- 3) Transmitting, retrieving, or storing any information which may violate applicable copyright laws, specifically including installing or downloading any software without prior authorization from the Systems Administrator and Information Security Officer.
- 4) Instant messaging (IM), blogging, social networking sites (Facebook, Twitter, etc.) with anyone inside or outside XXX, except for business purposes.
- 5) Using XXX' e-mail or Internet access for any other purpose that is illegal, may damage XXX' reputation, or is otherwise contrary to XXX' best interests.
- 6.) Posting or reproducing any company logo or material on unapproved sites.

XXX specifically reserves the right to intercept, monitor, access, copy, review, or download any communications or files you create or maintain on our e-mail or Internet systems. This includes, but is not limited to, the restoration of files that have previously been “deleted”, as well as monitor all websites visited by an employee. Employees should not assume any electronic communication is “private” and accordingly should transmit information considered by them to be highly confidential in other ways.

All information composed, transmitted, received, or stored via XXX’ computer system is the property of XXX. As such, this information is subject to disclosure to management, law enforcement, and other third parties, with or without notice to the employee.

#### **Download of Software on XXX owned equipment and devices**

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software on XXX owned equipment or devices. All software downloads will be completed by the Systems Administrator or designee.

#### **Responsibility**

Each employee is responsible for all content they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet must have your name attached to them. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on their personal computer systems.

#### **Compliance**

Your compliance with XXX e-mail, Internet policies and the policies contained in the XXX Technology Plan is a term and condition of your continued employment. Failure to abide by these rules or to consent to any interception, monitoring, accessing, copying, reviewing, or downloading of any communications or files is grounds for discipline, up to and including termination. In addition, staff is advised that they may also be held personally liable for any violation of this policy or misuse of XXX’ computer systems.