



Computer, Internet and Network Usage

[Employer] considers computers, computer hardware, software and any and all information received or transmitted utilizing [Employer's] computer equipment, systems or accounts, including, but not limited to, email, as its property and information.

Like other [Employer] property, these items and information are to be used for the benefit of [Employer].

About E-Mail and E-Mail Attachments

Email is any message created or received on an electronic mail system, including, but not limited to, attached text or word processing documents, spreadsheets, or other data compilations transmitted through a computer or computer system. Any email stored on, transferred through or utilizing [Employer] property is considered property of [Employer], including email transmitted from or to a non-[Employer] computer.

Monitoring

[Employer] reserves the right to monitor, review, inspect and access all employee Internet and email activities to determine that the usage is related to the organization's purposes and complies with all policies, practices, and procedures, including policies prohibiting harassment and discrimination.

Employees and persons that interact with [Employer] employees should not expect information stored, saved, deleted or transmitted through [Employer's] computers to be private, including, but not limited to, email messages. Employees should expect that [Employer] is monitoring or auditing all such communications.

Importantly, [Employer] may keep copies of Internet and email passwords. Please note that the use of a password does not ensure confidentiality of any communication.

Harassment and Other Wrongful Behavior

[Employer] does not tolerate the transmission of discriminatory, offensive or unprofessional messages or accessing any Internet sites that are discriminatory, offensive or explicit in nature, including, but not limited to, pornography sites, sites that encourage violence, [promote hate] or other forms of improper or illegal activities. Employees and users of the [Employer's] computers and Internet system are encouraged to notify [your manager, your supervisor, the Human

Resources Department, the Personnel Department, IT e.g.] should you need to access questionable sites for organizational purposes.

Any violation of the above policy may result in termination of employment.

[Security

Keeping [Employer's] network secure is a priority. As part of its security, [Employer] will audit its system including reviewing emails, email attachments, and websites visited. In addition, [Employer] requires that its employees play their part and that every employee adhere to the following:

- [Use his or her computer and the [Employer's] network for business purposes only];
- Not copy, sell or distribute any software program without the consent of [IT, Human Resources, Personnel Department e.g.];
- [Not download software or add attachments onto a [Employer] computer or database without the consent of [IT, Human Resources, Personnel Department e.g.]];
- [Not register their business email address with other organizations unless it furthers a business purpose];
- [Not forward jokes, lists, attachments or anything else not related to business to other employees and [customers, clients, business partners e.g.]];
- Not use [Employer's] computer or internet system to solicit donations without prior approval;
- [Not provide email addresses of fellow employees to persons outside the organization unless for a legitimate business purpose];
- [Not disclose or share usernames or passwords except to authorized [Employer] personnel];
- Not open or forward attachments from unknown senders; and
- Not respond to email requests for sensitive information of [Employer], such as credit card numbers, financial information, social security numbers, plans, [or client lists] without first seeking approval from [Human Resources, Personnel Department, IT, Financial Department e.g.], even if the request appears to come from a known outside source.]

Reporting Violation of This Policy

If you know or suspect a violation of this policy, you must report it immediately to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the Compliance Department, the IT Department e.g.].

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or

dissatisfaction to [Human Resources Department, Personnel Department, Compliance Department, IT Department e.g.].

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to [Human Resources Department, Personnel Department, Compliance Department, IT Department e.g.] [or the President, CEO e.g.].

Please note that you are not required to confront the person or persons that have given you reason to report. Discussing or reporting acts that violate this policy to any person not listed above does not constitute a report.

Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the IT Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, IT Department e.g.] [or the President, CEO e.g.].]