

Human Resources Policy and Procedure Manual	
SUBJECT: Use of Company Owned Electronic Equipment, Systems and Protection of Personal Privacy	

Procedure:

_____ maintains a computer network and either purchases software for use in the network or develops proprietary software systems for Company use. Company employees are generally authorized to use licensed software only on designated computers and are not authorized to reproduce the software (except for archival or back-up purposes), use the software on simultaneously on any other computer, or transfer the software to any third party hardware. Proprietary software developed internally is the property of the Company and the same restrictions apply to its use.

Scope:

Applies to all employees of _____.

Policy:

The Company also has rules for mobile phone use, camera phones, Internet use and blogging that are designed to protect the Company against improper use of Company time, equipment and software and/or protect the privacy of employees. It is the policy of the Company to enforce these rules fairly and consistently to protect assets of the Company and personal privacy of employees.

Procedure:

MOBILE PHONE USE

1. The use of personal mobile phones during work time and in any work area is allowed only with permission of a supervisor. This policy applies to both incoming and outgoing cellular calls.
2. Mobile phones shall be turned off during meetings, conferences and in production locations where incoming calls may cause disruptions or disrupt normal work flow.
3. Employees may carry or use personal mobile phones while at work on non-work time and in non-work areas. If use of personal mobile phones causes disruptions or loss of productivity, the Company reserves the right to prohibit the use of mobile phones and/or take corrective action.
4. The use of video, photo, text messaging, Internet connectivity and music download must be utilized in a manner that does not interfere with productivity and protects personal privacy of coworkers. If use of mobile phones containing these features

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cause disruption, loss of productivity or invades the privacy of coworkers, the Company reserves the right to take corrective action up to and including termination.

5. Employees may have access to a Company provided mobile phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Use of mobile phones to conduct business while driving is prohibited. Employees required to travel on Company business are reminded to pull to the side of the road and come to a complete stop before dialing or talking on the mobile phone.

USE OF CAMERAS and/or CAMERA MOBILE PHONES

1. No personal cameras or other equipment capable of capturing images are permitted on Company property or at Company functions.
2. Cameras, camera phones, and camera PDAs are permitted only in public areas of the Company's facilities.
3. Images of employees may be captured and used only with their permission.
4. Employees who bring personal electronic equipment capable of capturing images (e.g., cameras, scanners, camera phones, camera PDAs) to work are to log in such equipment at the reception desk.
5. Areas monitored by Company cameras will be posted with appropriate notices.

ELECTRONIC AND TELEPHONE COMMUNICATION

1. All electronic and telephonic communication systems and communications and information transmitted by, received from or stored in these systems are the property of _____ and, as such, are to be used solely for job-related purposes, unless specifically approved otherwise.
2. Telephones and Calls

Telephone messages received in the office for employees who cannot be reached promptly will be forwarded to voice mail or entered on Email and addressed to the appropriate employee. In the case of absence from the office, voice mails will be forwarded or telephone messages will be taken and given to the appropriate employee when they call for messages. The receptionist will call the employee at a customer's office in the case of an urgent personal or business message.

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3. Personal Emergencies

Occasional personal or emergency calls may be necessary. Whenever possible, personal calls should be made or received during non-work periods. All calls should be as brief as possible.

ELECTRONIC (EMAIL) USE POLICY

1. Each _____ employee is responsible for using the electronic mail (email) system properly and in accordance with this policy. Any questions about this policy should be addressed to your supervisor.
2. The email system is the property of _____ and has been provided by the Company for use in conducting Company related business activities. All communications and information transmitted by, received from, or stored in this system are Company records and property of the Company. The email system is to be used for Company purposes only. Use of the Email system for personal purposes in a manner that impacts your productivity and affects your ability to perform your job is discouraged.
3. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Company's email system.
4. _____ in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system, for any reason and without the permission of any employee.
5. Even if employees use a password to access the email system, the confidentiality of any message stored in, created, received, or sent from the _____ email system still cannot be assured. Use of passwords or other security measures does not in any way diminish ABC Company's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to _____ as email files may need to be accessed by the Company in your absence.

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6. Employees should be aware that deletion of any email messages or files will not truly eliminate the messages from the system. All email messages are stored on a central back-up system in the normal course of data management.
7. Even though _____ has the right to retrieve and read any email messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive the prior approval of management.
8. ABC Company's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.
9. The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.
10. The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from _____ management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult with their supervisor.
11. Users should routinely delete outdated or otherwise unnecessary emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.
12. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on _____ letterhead.
13. Because email records and computer files may be subject to discovery in litigation, _____ employees are expected to avoid making statements in Email

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or computer files that would not reflect favorably on the employee or _____ if disclosed in litigation or otherwise.

14. Any employee who discovers misuse of the email system should immediately contact his/her supervisor.
15. Violations of ABC Company's email policy may result in disciplinary action up to and including termination.
16. _____ reserves the right to modify this policy at any time, with or without notice.

INTERNET USE POLICY

1. Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, email can provide excellent means of communicating with other employees, our customers and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.
2. If the use of the Internet is abused, it can be taken away from you and/or the employee be subject to corrective action, and civil and criminal liability.
3. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Company and may only be used for business purposes. The Company has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.
4. Employees are expected to comply with all Company policies which may be applicable to the Internet. These include confidentiality, harassment, scanning for viruses, encryption of data sent across the Internet, and the like.
5. Employees are to limit the use of the Company's Internet connection for personal matters to a minimum, e.g., contacting family members in an emergency.
6. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive

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(including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violate of _____'s equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in _____'s computers. Under no circumstances are pornographic or harassing materials to be sent or received using Company facilities at any time or using personal facilities during working hours. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors.

IOB's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including termination.

7. Employees may not use the Company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.
8. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of
9. Violations of this policy will be taken seriously and may result in disciplinary action, including possible corrective action, and civil and criminal liability.
10. Use of the Internet via ABC Company's computer system constitutes consent by the user to all of the terms and conditions of this policy.

WEB LOG "BLOGGING" POLICY

1. Do not create or maintain personal websites or web logs on Company time. Each employee is responsible for ensuring that blogging activity does not interfere with his or her work. The content of web logs maintained by employees should not be purposefully offensive, obscene, defamatory, threatening, infringe on intellectual property rights, invade the privacy of anyone, contain illegal content, or be illegal or injurious to another person.

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2. No employee other than the designated spokesperson may speak on behalf of the Company. This includes on any web logs.
 - Do not post confidential or proprietary information on a web log.
 - Do not post the names of Company customers, clients, co-workers, vendors, or partners on a web log.
 - Do not use Company facilities to create or maintain a web log. The Company monitors its facilities to ensure compliance with this restriction
 - If you identify yourself as a Company employee on your web log, place a prominent disclaimer stating that you are only expressing your personal views and not those of the Company.
 - Do not link to the Company's website or post Company material on a website or web log unless written permission is obtained from the vice president of marketing.
 - All Company policies that regulate off-duty conduct apply to blogging activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information.
 - Violation of this policy may lead to discipline up to and including the immediate corrective action of employment.

COMPUTERS

1. All computers, software and the data on the hard drives are the property of _____ . All emails sent or received through the Company's computers are the property of _____.
2. No software or hardware is to be installed on the computers unless approved and installed by the IT Department. This includes screensavers, pictures, etc. The only screensavers that are approved are the ones already installed on your computer with the operating system.
3. Any software or hardware that has been installed by anyone other than the IT Department needs to be approved by the IT Department or removed immediately or it will be removed for you.

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4. All documents, data files, etc. must be saved on your personal H:\ drive, your dept Q:\ drive or the public P:\ drive. Your personal H:\ drive is not accessible by anyone else. The IT Department will not be responsible for retrieving data on the C:\ drive if there is a hardware failure. The only exceptions are if there is an emergency such as a network failure or if you are using a laptop.
5. Automatic Updates from Microsoft or any source should also only be installed by the IT Department. If you feel that you need something installed, please let the IT Department know and we will install it for you.
6. This is not all encompassing and any violations of this policy could lead to removal of hardware or software and could include corrective action up to including termination of employment.