TECHNOLOGY RESSOURCES USE POLICY

Policy restricting personal use of employer's computers and systems

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1. PURPOSE

a) To remain competitive, better serve our customers and provide our employees with the best tools to do their jobs, [YOUR COMPANY NAME] ("the Company") makes available to our workforce access to one or more forms of electronic media and services, including but not limited to: computers, software, printers, copiers, files, databases, cellular phone, pager, email, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

b) [YOUR COMPANY NAME] encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

c) To ensure that all employees are responsible, the following guidelines have been established for using email and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express [YOUR COMPANY NAME] philosophy and set forth general principles when using electronic media and services.

2. AUTHORIZATION

Access to the [YOUR COMPANY NAME] technology resources is within the sole discretion of the Company. Generally, employees are given access to the Company's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the Company's technology resources will be given access to the necessary technology. Additionally, employees must successfully complete company-approved training before being given access to the [YOUR COMPANY NAME] technology resources.

3. PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly copying, transmitting, retrieving, or storing any communication that is:

- ❑ Discriminatory or harassing;
- ❑ Derogatory to any individual or group;
- ❑ Obscene, sexually explicit, pornographic, defamatory or threatening;
- ❑ In violation of any license governing the use of software;
- ❑ Engaged in for any purpose that is illegal or contrary to [YOUR COMPANY NAME] policy or in a manner contrary to the best interests of the Company, in any way that discloses confidential or proprietary information of the Company or third parties, or for personal or pecuniary gain; or
- ❑ Protected by copyrights laws unless the employee has the author's permission or is accessing a single copy only for the employee's reference.