Use of the Network and the Internet

As an advanced technology company, ABC uses and exploits electronic forms of communication and information exchange. You will have access to one or more forms of electronic media and services (computers, e-mail, telephones, voice-mail, fax machines, external electronic bulletin boards, wire services, on-line services, and the Internet).

ABC encourages the use of these media and associated services because (1) information technology is our business, (2) they make communication more efficient and effective, and (3) they are valuable sources of information about vendors, customers, new products and services. However, electronic media and services provided by the company are company property, for the sole purpose of facilitating company business.

With the rapidly changing nature of electronic media, and the "netiquette" which is developing among users of external on-line services and the Internet, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the company's philosophy and sets forth general principles to be applied to the use of electronic media and services.

The following guidelines apply to all electronic media and services which are accessed on or from company premises using company equipment, via company-paid access methods, and/or used in a manner which identifies the individual with the company.

- Electronic media may not be used for knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against company policy or contrary to the company's interest.
- The company routinely monitors usage patterns for both voice and data communications (e.g., number called or site accessed; call length; times of day calls). Reasons include cost analysis/allocation and the management of our gateway to the Internet.

- The company also reserves the right, in its discretion, to review any employee's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other company policies. Employees should not assume electronic communications are totally private.

- Electronic media and services are made available primarily for company business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable -- as is the case with personal phone calls. However, employees are expected to demonstrate a sense of responsibility and, therefore, are expected to not abuse this privilege

- Employees must respect the confidentiality of other individual's electronic communications and may not attempt to read, "hack" into other systems or other user's logins, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other employees or third parties except by explicit direction of company management.

- No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender, or represent the sender as someone else or from another company.

- Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

- Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner or a single copy for reference use only.

- Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, on-line service, or Internet) are statements identifiable and attributable to our company. While some users include personal "disclaimers" in electronic messages, it should be noted that there might still be a connection with the company, and the statement might be legally imputed to the company. All communications sent by employees via a network must comply with this and other company policies, and may not disclose any confidential or proprietary company information. Any employee found to be abusing the privilege of company facilitated access to electronic media or services will be subject to corrective action and/or risk having the privilege removed for him/herself and possibly other employees. Specifically, the Internet should not be used:

    - For personal gain or profit.
    - To represent yourself as someone else.
    - When it interferes with your job or the jobs of other employees.
    - When it interferes with the operation of the Internet gateways.

Specific Policy Guidelines for Use of Company-Provided Laptops

- The laptop assigned to a Company employee is Company property and is governed by all policies in the above **Use of the Company Network and the Internet** section.

- Company employees will only be assigned laptops if they agree to this entire Electronic Media policy. Once agreed, if the policy is seriously or repeatedly violated, the employee will be asked to return the laptop to Company.

- If an employee assigned a company laptop leaves Company, the laptop must be returned on the day Company requests it to be returned. If the laptop is not returned, the replacement cost of the laptop will be deducted from the employee's final wage check.
- Company employees assigned laptops will be responsible for 50% of the replacement value in the event of a loss of the laptop, or 50% of the repair cost in the event of damage to the laptop, regardless of the reason or responsibility for the loss or damage. There may be extreme circumstances under which Company would not hold the employee accountable, and these would be determined on a case by case basis.

- Laptops and laptop baggage should never be left on the car seat of a parked car or on the car floor in view of passersby.

- All laptops must have a business card taped to the bottom or top of the laptop as a simple way to identify the laptop if it accidentally left behind at a customer location or place where the finder may possibly return it.

- The laptop must be adequately and securely stored after hours if it is left in the office. If stored in a desk or in an overhead cabinet, the desk or cabinet must be locked. If an employee's desk does not lock or if the keys are not available, a reasonable attempt must be made to ensure the laptop is not left out in the open.

- All serial numbers of laptops will be recorded through Company's Asset Management process. If a laptop is stolen, Company will notify the manufacturer, so if it is later brought/sent in for servicing it can be identified as stolen.

- Additional safety guidelines for travelers:
  - Keep your laptop in sight while going through airline security checkpoints. This is one of the most common places a laptop will be stolen.
  - Always have the laptop in carry-on luggage. Never store a laptop in checked luggage.
  - Avoid leaving your laptop in hotel baggage-hold rooms.

- Assigned laptops must contain no personal information, i.e., data, software, email, etc. unless previously approved by the General Manager. If unapproved personal information is found on a Company laptop it may be removed without notice or warning.

- All laptops are required to be audited on a regular but unscheduled basis to ensure Company policy is being followed.

- All Company laptops must be equipped with approved anti-virus and anti-spam software when accessing non-Company networks. If careless use of a laptop on another network results in a virus being brought onto the Company network or onto a client's network, this will be considered a serious violation of laptop policy.

- Additional policies and guidelines concerning the use of Company laptops will be added to this set of ELECTRONIC MEDIA AND SERVICES policies via memorandum or email