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organization.**

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## ***INTERNET AND E-MAIL USE***

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The Internet is a powerful communications tool and a valuable source of information about vendors, customers, competitors, technology, and new products and services. However, an employee's improper use of Employer provided Internet services can waste time and resources and create legal liability and embarrassment for both the Company and the employee.

An internet service includes, but is not limited to e-mail, FTP, Telnet, web browsing, and Usenet or newsgroups. This policy applies to any Internet service that is:

- Accessed on or from the Company's premises;
- Accessed using company computer equipment or via company-paid access methods; and/or
- Used in a manner that identifies the individual with the company.

The Company provides Internet services for employees' business use. Very limited or incidental use of Internet services for personal, non-business purposes is acceptable. However, personal use must be infrequent and must not:

- Involve any prohibited activity as mentioned below;
- Interfere with the productivity of the employee or his or her co-workers;
- Consume system resources or storage capacity on an ongoing basis; or
- Involve large file transfers or otherwise deplete system resources available for business purposes.

Employees are strictly prohibited from using Employer-provided Internet services in connection with any of the following, but not limited to, activities:

- Engaging in illegal, fraudulent, or malicious conduct;
- Working on behalf of organizations without any professional or business affiliation with the Company.
- Sending, receiving, or storing offensive, obscene, or defamatory material;
- Annoying or harassing other individuals;
- Sending uninvited e-mail of a personal nature;
- Monitoring or intercepting the files or electronic communications of employees or third parties;
- Obtaining unauthorized access to any computer system;
- Using another individual's account or identity without explicit authorization;
- Attempting to test, circumvent, or defeat security or auditing systems of the Company or any other organization without prior authorization; or
- Distributing or storing chain letters, jokes, solicitations, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

Employees should not expect privacy with respect to any of their activities using Employer provided Internet access or services. The Company reserves the right to review any files, messages, or communications sent, received, or stored on the Company computer systems.

Employees violating this policy are subject to discipline, up to and including termination of employment. Employees using the Company's computer system for defamatory, illegal, or fraudulent purposes also are subject to civil liability and criminal prosecution.