

# Computer Policy

## Company Property

Desktop or laptop computers provided to employees are company property and are intended for work-related use only. Employees will refrain from using company computers for personal reasons.

## Network

All of the computers set up at \_\_\_\_\_ are connected to each other in an interoffice network. Therefore, employees are restricted from uploading new software, programs or updates other than those explicitly condoned by a supervisor or the IT professional.

## Banned Sites

During working hours, employees are expressly forbidden from visiting the following websites:

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Employees may check personal emails and social media sites during their breaks or lunch hours provided that any material posted or sent does not violate company policies.

## Misuse

Misuse of computers covers a variety of actions and behaviors. This includes, but is not limited to, using a computer account other than the employee's, visiting banned websites, downloading malicious bugs or viruses, interfering with the network, posting inappropriate material on company email or websites, reading private documents, emails or messages, or violating copyright laws.

Employees who knowingly misuse the company computers are subject to disciplinary action up to and including citation or suspension.

Employees who unknowingly misuse the company computers are subject to verbal or written warnings.

For more information, please contact:

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