

Employee Internet/Email Policy

This employee cell phone use policy is effective as of the _____.

Section 1

Internet Usage

- 1.1 Internet is provided to employees on business computers for the purpose of communicating and conducting research for business purposes.
- 1.2 Personal use of the Internet must be kept to a minimum during working hours. Employees are encouraged to engage in personal internet use only during authorized breaks.
- 1.3 Employees are at no time permitted to access any sites promoting pornography, hate speech, discrimination, or any other unethical or immoral material.
- 1.4 Employees understand that their internet access is monitored at all times by the company.

Section 2

Downloads

- 2.1 Employees may not download any software package, program, attachment, etc. without permission from a member of the IT Department and/or a virus scan on the material.
- 2.2 Should an employee illegally or inadvertently download anything to his/her work computer, he/she must notify the IT Department immediately.

Section 3

Email

- 3.1 Employees must use their company email addresses solely for business purposes.
- 3.2 Just like with internet usage, employees are encouraged to use personal email only during authorized breaks.
- 3.3 Forwarding emails with pornography, hate speech, or any other offensive material to any other employee, or while using a company email address, is expressly prohibited, and may be grounds for dismissal.
- 3.4 Any email communication conducted and/or stored on a work computer is owned by the company. The company has the right to access this material at any time.

By signing below, Employee acknowledges receipt and understanding of this Employee Internet Policy.

Employee Name

Employee Signature

Company Representative Name

Company Representative Signature