



## F. A. Dugach Consulting Services

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### Electronic Information Policy

#### GENERAL

Computers, Internet access, email, voice mail, messaging, electronic media, and telecommunication devices are extremely useful tools for employees to utilize in fulfilling their responsibilities at our company. It is important to recognize that these tools are provided in order to make our company more competitive by making communications with others, resolution of technical issues, transfer of information, and many other aspects of our jobs more effective and efficient. With access to these tools comes responsibility to use them as intended. In general, employees should use these systems exclusively for company business.

The company has adopted this **Electronic Information Policy** as a guide to responsible use of company resources. Following these guidelines will assure compliance with both company policy and federal and state laws. Failure to follow the policy will result in disciplinary action up to and including dismissal.

#### COMPANY POLICY

All computer hardware, software, email and voicemail equipment, phone systems, electronic media, jump drives, SD Cards, photography equipment, telecommunications equipment and accessories purchased by the company will be referred to as "Systems" through the remainder of this document and in subsequent documentation and other company policies. The term "company" refers to FADCS.

- A. All "Systems" are the sole property of our company. These "Systems" were acquired for the sole purpose of conducting company business.
- B. At any time, the company reserves the right to monitor any "Systems" and any files associated with or produced by these "Systems", for the purpose of assuring compliance to company policies and state and federal laws, and in order to resolve security and/or network management issues. Access may be limited to or denied to employees who are in non-compliance with policies or laws.
- C. Passwords and entry identifications authorized by our company do not constitute privacy of the material sent or received through the company's "Systems" or networks. Monitoring of this material may occur for reasons as specified above.
- D. All material prepared and utilized for business purposes and posted to or sent over company "Systems" and other telecommunicating equipment or networks must be accurate and must correctly identify the creator and receiver of such.
- E. Material classified as confidential by the company, or material that is sensitive or proprietary from the company, employee, or customer's perspective shall not be placed on the Internet in a form that could allow unauthorized access to the material, unless otherwise approved by the President or VP.
- F. Employees are prohibited from placing any company information, data or programs on any system accessible from the Internet that supports anonymous FTP or similar services, without the approval of the Director of IT, President or VP. Additional security measures such as encryption may be required.
- G. A valid license must exist for each installation of software on company computers. Each personal computer user is responsible for assuring that software installed on his or her computer is supported by appropriate licenses to install and use the software. Software installations on company computers are subject to prior approval by the Director of IT. Any computer system not owned by the company shall require an

approval by the Director of IT to be connected to the company's network and / or phone systems and shall be used to conduct business associated with the company.

H. Company-defined email signatures must be included in the body of each email message sent by employees as representatives of the company.

**PERMISSIBLE USE**

Employees are required to follow company policy, regulations and procedures when using company "Systems" and networks. Employees may access these "Systems" if the following restrictions are followed:

- A. The use is lawful under federal and state laws.
- B. The use is not prohibited by the company's policies.
- C. The use does not overload the company's "Systems" or otherwise harm or negatively impact any of the performance of the "Systems".
- D. The use does not state or imply company sponsorship or endorsement unless specifically related to conduct of the company's business operations.
- E. The exchange of information across the Internet is professional. Messages that contain harassing, defamatory, disparaging, discriminatory, or otherwise offensive material are absolutely prohibited.
- F. Electronic mail and other company "Systems" are not to be used in a way that may be disruptive, offensive to others, or harmful to morale.
- G. There is to be no display or transmission of sexually explicit images, messages or cartoons or any transmission or use of any communications that contain ethnic slurs, racial epithets or anything that may be constructed as harassment or disparagement of others based on their race, notional origin, sex, sexual orientation, age, religious beliefs, physical or mental attributes, or political beliefs.
- H. These "Systems" should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations unless those activities are explicitly sponsored by the company, such as United Way and blood drive campaigns.
- I. The use does not involve unauthorized passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access.
- J. The Internet and other "Systems" are provided for work-related purposes and should be used by the employees in the company's best interests.

THE UNDERSIGNED UNDERSTANDS THAT A VIOLATION OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

**COMPANY**

**EMPLOYEE**

Signed: \_\_\_\_\_  
*Authorized Agent*

Signed: \_\_\_\_\_  
*Employee Signature*

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_