**ELECTRONIC COMMUNICATION POLICY**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows its employees to communicate with other persons both internally (e.g., co-workers) and externally (e.g., customers), using telephones, an electronic mail ("e-mail") system and via the Internet. All computer terminals, telephones, and personal data assistant devices (“PDAs”) are the property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As such, employees should primarily use the e-mail and phone system and the Internet for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ business. No employee shall use the system in a manner that is disruptive, offensive to others or potentially harmful to workplace morale. Although not intended as a complete list, and in accordance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s Equal Opportunity Employment, Sexual and Other Harassment, And Personal Behavior Policy, employees may not use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s telephone, e-mail system or the Internet to: (i) display or transmit any sexually explicit images, messages, or cartoons; (ii) display or transmit any ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, military status, religious or political beliefs, or any other category protected by federal, state or local employment laws; (iii) communicate with Internet users or groups of any kind for non-business purposes; (iv) solicit or address others for commercial, religious or political causes, or for anything not related to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ business; (v) access another employee's personal e-mail account without that other employee's express prior consent; or (vi) access confidential \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ records (including, but not limited to, payroll information and personnel files).**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ expressly reserves the right to access and monitor any employee's e-mail account or Internet usage if there is a business reason to do so. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may monitor any employee's messages to ensure that they are appropriate. Monitoring may occur at any time, for any business reason, and without notice or prior consent of the employee. All messages to or from any employee are the property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and may be accessed and disclosed for any reason.**

 **All employees of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will need a password to gain access to the e-mail system. These passwords are the property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All employees must disclose their passwords to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Use of a password that is unknown to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is strictly prohibited. Any employee failing to disclose a password to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or using an unknown password may be subject to discipline, up to and including immediate termination.**

 **Any misuse or abuse of the telephone, e-mail system or the Internet will be investigated by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be treated as confidential. A violation of this Policy will result in disciplinary action, up to and including immediate discharge.**

 **All questions concerning this Policy should be directed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**