

517 Internet and Email Usage

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ABC Co. may provide you with Internet access to help you do your job. Internet **and e-mail** usage is intended for job-related activities but short, occasional personal use is allowed as long as **it is done during non-work time (scheduled breaks, meal period, or before/after work hours)**, you keep it within reasonable limits, and the use is appropriate in the sole discretion of ABC Co.

The company's email system and other wireless, electronic or telephonic media of any nature and type (the "System") is valuable company property and primarily intended for business use.

The System is not to be used for employee personal gain or to support or advocate for non-company related business or purposes. By signing below and your use of the System you agree that all use of the System is subject to management access at any time and without notice to you.

Your failure to comply with this Policy could lead to disciplinary action up to and including termination of your employment.

Do Not Expect Privacy. The company may access, read, monitor, intercept, copy and delete your communications if the company deems it appropriate, in its sole discretion. If while monitoring telephonic communications the company recognizes that a conversation is purely personal in nature the company may stop monitoring that conversation at that time.

Do not expect any privacy in any social media site you access in any manner using the System. If you access your private social media site(s) such as Facebook using the System, understand that even if you entered such sites using your personal access code, the company can retrieve any postings, emails, etc. you may have posted to any such site. In the event of a dispute between you and the company, a company investigation of your compliance with any company policy, or litigation of any nature or type related to you that directly or indirectly affects the company, it is probable that the company will retrieve any information on the System related to you including information you have posted or sent to or through any social media site.

The company may disclose your communications to third parties if the company deems it appropriate, in its sole discretion. *You should not expect privacy in your System account or any communications on the System or on any other communications media of any nature and type provided for your use by the company now or in the future.*

Uncontrollability of Emails. Emails sent over the Internet cannot be "retrieved." Once you send an email, you effectively have no ability to control who sees it. Emails, text messages and voice messages are often forwarded to people you did not anticipate would receive them.

The company may be required in future litigation to produce copies of your emails, text messages or voice messages in a court proceeding, and the company may do so without notifying you or asking your permission.

Prohibited Uses. The company's general policies regarding employee communications also apply to communications made using the System. Without limiting the foregoing, you may not use the System to send, receive, store or display communications or files that:

- a. infringe any third party intellectual property or publicity/privacy right;
- b. violate any law or regulation;
- c. are defamatory, threatening, insulting, abusive or violent;
- d. might be construed as harassing, derogatory, disparaging, biased or discriminatory based on a person's age, sex, race, sexual orientation, gender identity, religion, creed, disability, national origin, marital status, genetic information or any other classification protected by federal or relevant state, county or city law, code, regulation or ordinance;
- e. are obscene, pornographic, harmful to minors, profane or vulgar;
- f. contain any viruses, Trojan horses, worms, time bombs, cancel bots or other computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information; or
- g. are solicitations or advertisements for commercial ventures, religious or political causes, outside organizations or other non-job related activities.

Under no circumstances may you use the System to gain unauthorized access to third party resources.

Without any further notice to you, the company may use software that restricts your access to certain websites or that keeps a log of the websites you visit or that captures information about your keystrokes.

System Security. The System is not perfectly secure and is susceptible to break-ins, hackers and other internal and external attacks.

You may not share your System passwords with anyone else (including other company employees), and you may not gain access to other System accounts, without prior management authorization.

The company reserves the right to override your password(s) for business reasons the company, in its sole discretion, deems appropriate.

System Integrity. You should not use the System in a way that disrupts or degrades its performance.

Corporate Communications. Every time you send an email that contains the company domain name or transmit files using the System, third parties might interpret these communications as official corporate communications or legally-binding statements of the organization. Therefore, at a minimum you should not use the System to make any statements or take any action which might be interpreted as a press release or publicity statement without management approval. You should not use the System to make any representations concerning the company's financial condition without management approval.

Blogging Policy

1. Emails, blogs, wikis, texting and other forms of online discourse of any nature and type including but not limited to Facebook, YouTube, etc. are individual interactions, not corporate communications.
2. If you choose to go public with your opinions, videos, photographs, cartoons, personal behavior, etc. via a blog or any other form of online discourse of any nature and type, you acknowledge and agree that you are personally legally responsible for your commentary and the content of any items you post; and, that once posted any such information may be accessed, viewed, monitored, or copied by the company.

3. You acknowledge your understanding that Individual bloggers can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous whether pertaining to ABC Co, individuals within or outside of the organization, or any other company.
4. When blogging you should exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
5. You blog or post on the blogs of others at your own risk. ABC Co considers postings you make as part of online discourse of any nature and type to have been outside the scope of your employment with ABC Co.
6. Identify yourself.
 - a. Write in the first person.
 - b. You must make it clear that you are speaking for yourself and not on behalf of ABC Co.
 - c. If you publish a blog or post to a blog and it has something to do with the work you do or subjects associated with ABC Co, use a disclaimer such as: "The postings on this site are my own and don't necessarily represent Advisor Excel's positions, strategies or opinions."
7. Respect copyright, fair use and financial disclosure laws. Do not post others' material, for example photographs, articles, or music, without ensuring they've granted appropriate permission to do this.
8. Always refer to ABC Co's trademarked names properly. For example, never use a trademark as a noun, since this could result in a loss of our trademark rights.
9. Don't provide Advisor Excel's or another's non-public, confidential or other proprietary information.
10. Do not disclose or speculate on non-public financial, technical or operational information of or pertaining to Advisor Excel.
11. Do not discuss work-related legal proceedings or controversies, including communications with Advisor Excel's attorneys.
12. Don't cite or reference clients, partners or suppliers without their approval.
13. Do not disclose personal information about other individuals within the organization.
14. Respect your audience. Don't use ethnic slurs, personal insults, obscenity, etc., and show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory such as politics, religion, age, sex, sexual orientation gender identity, genetic information, marital status or national origin.
15. Follow all ABC Co's nondiscrimination, harassment and other personnel policies and practices.