

1 HARDWARE & INTERNET POLICIES

1 COMPUTER, INTERNET, AND EMAIL USE

A wide selection of communication methods may be used in the Company. Employee use of Company computers, printers, desk phones, cell phones, peripherals, and electronic equipment (further referred to as “technology”) is for job-related or approved activities only. These, as well as their contents, such as physical and digital files, data, and operating programs are strictly for professional use as they are the exclusive property of the Company. Inappropriate use of Company electronic equipment may subject you to disciplinary action, up-to and including termination.

The following list and standards regarding technology is not comprehensive as the Company has the right to adjust the rules if necessary.

Employees may not, under any circumstances, install personal software on any Company owned computer system.

E-correspondence shall adhere to Company policy and shall not constitute harassment, use of obscene or discriminatory language. Any activity thereof will be subject to discipline up to and including termination.

Employees should not make illegal copies of licensed software.

Using software that would provide unauthorized access to the Company is forbidden.

Sending or posting confidential information about the Company, whether anonymously or otherwise, by email, text, instant message, video, or posting to any Social Media.

2 HANDHELD ELECTRONICS (ALL MOBILE DEVICES)

Personal cell phone use can be disruptive to others and limit employee productivity. As such, used outside of designated breaks and mealtimes while at work is discouraged.

Conversations should not be held where employees are working or in common areas. Mobile devices brought to work must be kept on silent or vibrate mode while on the floor. Personal cell phone privileges may be taken away if device use is found to be disruptive or productivity decreases below a satisfactory level. If the Company deems it appropriate, the employee may be subject to further disciplinary action, up to and including termination.

Employees in certain positions may be provided with additional cell-phone privileges. However, the same rules about productivity and disruption may apply. Cell phones should be on silent during any Company meetings as a courtesy to others.