E- MAIL USAGE POLICY

Aim:

This is to set forth the Company's Policies with regard to access, review, or disclosure of electronic mail ("e-mail") messages sent or received by company employees with the use of the company e-mail system.

It also sets forth policies on the proper use of the e-mail system provided by the company.

Confidential Company Information:

Employees must exercise a greater degree of caution in transmitting company confidential information on the e-mail system than they take with other means of communicating information, (e.g., written memoranda, letters or phone calls) because of the reduced human effort required to redistribute such information. Company confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information and should not even be sent or forwarded to other employees inside the company who do not need to know the information. Always use care in addressing email messages to make sure that messages are not inadvertently sent to outsiders or the wrong person inside the company. In particular, exercise care when using distribution lists to make sure that all addressees are appropriate recipients of the information.

Copyrighted Information:

Use of the e-mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

Systematic monitoring:

Network administrators can implement monitoring schemes on e-mail. Employees must be informed about how their e-mail is being monitored.

- No systematic monitoring.

- Monitoring allowed for any business purpose.

- Monitoring only with good cause or legal obligation.

- The Company e-mail system is primarily for the Company business use. Occasional and reasonable personal use is permitted provided that this does not interfere with the performance of your duties.

- All e-mail is stored and the Company may inspect e-mail (including personal e-mail) at any time without notice.

- If you send a personal e-mail, start or sign off the e-mail as personal.

- Obtain confirmation of receipt for important e-mails sent.

- Make and keep hard copies of important e-mails sent and received.

- Check your e-mail on each working day or arrange for a duly authorized person to do so on your behalf.

- Reply promptly to all e-mail messages requiring a reply.

- Do not impersonate any other person when using e-mail or amend messages received.

- Do not import any non-text file, including files received as e-mail attachments, onto your system without first checking them for viruses.

- Do not create e-mail congestion by sending trivial messages or personal messages or by copying e-mails to those who do not need to see them. Make use of the Company Web.

- Do not deliberately visit, view, or download any material from any Web site containing obscene or illegal material or material that is offensive in any way whatsoever.