

EMAIL & INFORMATION SYSTEMS POLICY

PURPOSE

This document sets forth the policy of the Center for Family and Child Enrichment (CFCE) with regard to the use of, access to, review, and disclosure of various electronic communications, including those sent or received by Company employees.

For the purposes of this document, "electronic communications" includes, but is not limited to, the sending, receipt, and use of information through the corporate electronic information network, the Internet, email, voice mail, facsimiles, teleconferencing, and all other on-line information services.

SCOPE

This information systems policy applies to all individuals using CFCE's computer and network systems, including employees, subcontractors, and consultants.

POLICY

Information Systems are for Business Purposes

Information systems offered by CFCE are provided to its users for the primary purpose of Company-related use. Personal use is permissible on a limited basis. This limited personal use should not be during charged time and should not interfere with job performance. Personal messages may not be broadcast to groups of people or other employees except to appropriate forums. Permission for Company-wide broadcasting of personal messages must be obtained from your manager.

Monitoring and Privacy

Electronic communications through CFCE's information systems are the property of CFCE to assist it in carrying out business. CFCE treats all electronic communications sent, received, or stored as business messages, including those for personal use. All users shall have no expectations of privacy with respect to any electronic message. While CFCE will not do this routinely, it reserves the right to monitor, access, review, copy, store, or delete any electronic communications, including personal messages, from the system for any purpose and to disclose them to others, as it deems appropriate.

Prohibited Activity and Use of Good Judgment

Use of electronic communications to engage in any communication or action that is threatening, discriminatory (based on language that can be viewed as harassing others based on race, creed, color, age, sex, physical, handicap, sexual orientation, or otherwise), defamatory slanderous, obscene, or harassing is prohibited. Electronic communications shall not disclose personnel information without authorization. The destruction or alteration of electronic communications with the intent to cause harm or injury to CFCE or an employee of CFCE is strictly prohibited.

Electronic communications shall not be used for any illegal purposes or violate the intellectual property rights of others. Employees shall not break into the computers or intercept the communications of other individuals.

A violation of any of the above policies could be subject to disciplinary action, up to and including termination.