

EXECUTIVE TEMPS EMPLOYEE COMPUTER USE POLICIES

Purpose: To establish a policy to ensure the proper use of Executive Temps Clients' computer and telecommunication resources and services by Executive Temps employees, (considered computer users). All computer users have the responsibility to use Clients' computer resources in an efficient, effective, ethical and lawful manner.

The following policy, rules and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination and/or legal action.

Policy: The computers and computer accounts given to employees are to assist them in the performance of their jobs at our Clients' site. Employees should not have an expectation of privacy in anything they create, send or receive on the computer. The computer and telecommunications system belong to our Clients and may be used for business purposes only.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication resources and services include, but are not limited to, the following: Host computers, file servers, workstations, standalone computers, laptops, software, and internal or external communications networks (Internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from our Clients' computer facilities.

This policy may be amended or revised periodically as the need arises.

The term "users", as used in this policy, refers to all Executive Temps employees accessing or using our Clients' computer and telecommunications resources and services.

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed or stored in our Clients' computers. Users encountering or receiving such material should immediately report the incident to their supervisor.
3. Users should use the same care in drafting e-mail and other written communication. Anything created on the computer may, and likely will, be reviewed by others.
4. Users may not install software onto their individual computers or the network without first receiving express written authorization to do so from the Client.
5. Users shall not forward e-mail to any other person or entity if the sender has explicitly specified not to.
6. Users should not alter or copy a file belonging to our Client without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter or copy that file.

7. Without prior written permission, the computer and telecommunications resources and services of our Client may not be used for personal matters or for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (virus and/or self replicating code), or political use.
8. Users are responsible for safeguarding their password for the system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.
9. A User's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those said systems.

I have read and agree to comply with the foregoing policy, rules, and conditions governing the use of Client's computer and telecommunication resources and services. I understand that a violation of this policy may result in disciplinary action, including possible termination, and/or legal action.

Date: _____

Signature: _____

Printed Name: _____