

COMPUTER ACCESS AND USE

The Company has devoted assets and resources to provide computer access for the purpose of promoting the Company's legitimate business interests and facilitating the performance of legitimate, job-related activities. While employees may be provided access to computers, the computers and any software information, materials, and data stored on or in them, even temporarily, will constitute the sole exclusive property of the Company.

Employees should not use or access computers in any manner that is unlawful, inappropriate or contrary to the company's best interests. They should also not allow or cause others to do so and should never allow, condone or permit unauthorized individuals to use Company computers or access information regarding the Company on such computers that has not been publicly disclosed.

Computers should not be used in connection with downloading, transmittal, access to, review or dissemination of inappropriate materials of any kind, (a) including sexually-suggestive materials pornographic, obscene, or sexual images, graphics, or language, (b) unlicensed or unauthorized access to proprietary or copyrighted information of another individual or entity, or (c) material that is perceived as offensive based on any characteristic protected by state or federal law, including sex, race, color, religion, national origin, ancestry, physical disability, mental disability, marital status, pregnancy, age, citizenship or sexual orientation.

It is not possible to identify every type of inappropriate or impermissible use of the Company computers. As a result, employees must exercise their best judgment and common sense at all times when using or accessing computers. Some additional examples of conduct that will not be allowed include (a) the commercial use of our computers or resources for any purpose that is not directly and immediately intended to benefit the Company; (b) any use that would violate the Company's policies against unauthorized solicitations; (c) any use that infringes upon or misuses the proprietary, copyrighted, or patented information of another person or organization; (d) any use that would constitute an actual or potential conflict of interest with the Company or lead to or involve activities that are in any way competitive with the Company; and (e) any non-work-related activities.

Employees should not expect that information on any Company computer will be confidential or that they will have any proprietary, privacy or protected confidentiality right with respect to such information. In order to monitor compliance with this policy and protect its business interests, including the need to prevent any improper use of computers, the Company reserves the right to gain access to any information stored in, accessed, used or retrieved by any of its computers.

The Company must therefore reserve the right to gain access to all information and, when appropriate, make copies of disclose and disseminate such information. Access to information may occur either before, during, or after an employee's shift, and with or without the employee's advance knowledge or consent.

Strict compliance with this policy and cooperation are essential. Violations of the policy may result in disciplinary action, up to and possibly including immediate termination.

ACCESSING THE INTERNET

Many of the Company's computers provide a means to access the Internet, also known as the World Wide Web. Employees are prohibited from accessing the Internet in connection with the downloading, transmittal, access to, review or dissemination of inappropriate materials of any kind, including (a) sexually-suggestive materials, pornographic, obscene, or sexual images, graphics, or language, (b) unlicensed or unauthorized access to proprietary or copyrighted information of another individual or entity, (c) material that is perceived as offensive based on any characteristic protected by state or federal law, including sex, race, color, religion, national origin, ancestry, physical disability, mental disability, marital status, pregnancy, age, citizenship, or sexual orientation, or (d) any non-work related material or information. As with the use of computers in general, the Company reserves the right to monitor employees' access to the Internet.

Company: _____

Employee Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____