

MacLellan Integrated Services Policy Manual	Title IT 6.0.a Internet and Electronic Mail Usage	Section Number 6.0 IT Manual
Issue Date 09/1999	Revision Date: 07/22/2008	Revision: 3
Initiator: H.R. Manager	Approval: Quality Manager	Page: 01 of 05

IT 6.0.a PURPOSE

The purpose of the **Internet and Electronic Mail Usage Policy**, *IT 6.0.a*, is to ensure MacLellan personnel conduct themselves in a professional manner, in accordance with the highest ideals of integrity and ethical conduct and consistent with MacLellan's corporate values and interests.

IT 6.0.a SCOPE

This procedure applies to all MacLellan personnel. "Personnel" for the purposes of this policy only includes employees, officers, directors, agents, representatives, subcontractors, and consultants to whom access to MacLellan's Internet, E-mail, and I-mail is granted.

IT 6.0.a POLICY

This policy on Internet, Electronic Mail ("E-mail"), and Internet Mail ("I-mail") usage establishes guidelines for the proper use of MacLellan's Internet, E-mail, and I-mail (collectively "Resources" or the "System"). These Resources are the property of MacLellan. All Personnel have the responsibility to use these Resources in a professional, responsible and lawful manner. In this policy the term "Internet" includes but is not limited to the World Wide Web, MacLellan Databases distributed over an internet based terminal solution application, and MacLellan proprietary internet/web based applications. Such applications include but are not limited to Lotus Notes, Citrix, and the MacLellan intranet (currently located at address www.maclellanis.com).

To the extent your questions about MacLellan's Resources are not answered by this policy, you should direct those questions to your manager or the Human Resource Department.

Internet Policy

Access to the Internet has been provided to MacLellan personnel for the business-related benefit of MacLellan, its Personnel, and its customers. It allows users to connect to information resources around the world, as well as transmit and receive E-mail messages to and from parties external to MacLellan and I-mail messages to and from internal MacLellan personnel. Every user has a responsibility to use the Internet in an ethical and responsible manner. To assist all Personnel in responsible Internet usage, the following guidelines have been established for using E-mail, I-mail and the Internet:

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IT 6.0.a POLICY (continued)

Examples of Acceptable Uses of the Internet, E-mail and I-mail

Personnel are responsible for seeing that these Resources are used in an ethical, professional and lawful manner. Internet chat channels may be used to conduct official MacLellan business, to gain technical or analytical advice, to share information and ideas or to have general conversations provided such use does not violate any provision of this policy. Databases may be accessed for information as needed. Training and development activities and data retrieval for those activities are allowed.

Examples of Unacceptable Uses of the Internet, E-mail and I-mail

The Internet should not be used for your personal profit or for that of your family or friends, nor for the advancement of individual views to the potential offense and/or displeasure of others. Solicitation of non-company business, or any use of the Internet for the profit of yourself, family or friends, is strictly prohibited. **Use of the System to solicit or participate in outside business ventures and/or to leak confidential or privileged information is prohibited.** Use of the Internet must not disrupt the operation of the MacLellan network or the network of others. It must not interfere with your productivity while on the job. Such use of the Resources is prohibited. For those employees for whom the regular use of the System is not a part of their job duties, MacLellan, from time-to-time and at its sole discretion, may allow time during such employee’s normal working day during which such employee will be allowed to use company computer equipment to access the Internet.

All use of MacLellan’s Internet, E-mail, and/or I-mail must be in compliance and consistent with other MacLellan policies including, but not limited to, MacLellan’s confidential company information policy, conflicts of interest policy, equal opportunity policy, harassment policy, and non-violent workplace policy.

Specific examples of unacceptable uses of the internet, e-mail and i-mail include but are not limited to:

- **Viewing or Posting inappropriate images or internet links.**
- **Use of vulgar or other inappropriate language.**
- **Use of negative or harassing language towards or about fellow employees or customers.**
- **Sharing personal views on matters of race, religion, or ethnicity.**
- **Sharing of inappropriate personal information.**
- **Sharing personal information of other employees or persons without their written consent.**
- **Starting or forwarding chain emails.**

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Communications

Each person is responsible for the content of all text, audio or images that they place or send over the Internet. All messages communicated on the Internet must have your name attached. No messages are to be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. **No communications which are derogatory or inflammatory concerning an individual or group's race, sex, religion, national origin, age, disability, physical attributes, sexual preference or identity will be permitted. No fraudulent, threatening, abusive, profane or offensive language is to be transmitted through the system.**

Personnel who wish to express contentious personal opinions on the Internet are not permitted to do so by way of MacLellan Resources. Opinions regarding company activities or programs are permitted so long as such opinions are only expressed to MacLellan employees.

Software

To prevent computer viruses from being transmitted through the system and reduce technical support issues, there will be **no unauthorized downloading of software (computer programs) onto company owned computers.** All software downloads will be done **only** through, or with the knowledge of, MacLellan's I.T. Manager or his/her designee.

Copyright Issues

Personnel may not transmit on the Internet copyrighted materials belonging to entities other than MacLellan. One copy of copyrighted material may be downloaded for your own personal research but may not be shared with other people. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from MacLellan or legal action by the copyright owner.

Security/Waiver of Privacy All messages created, sent or retrieved over the MacLellan-provided Internet, E-mail and/or I-mail are the property of MacLellan. MacLellan has the right, but not the duty, to access and monitor any and all aspects of its computer-based system, including, but not limited to: sites visited by personnel on the Internet, chat groups and newsgroups visited, material downloaded or uploaded by personnel, E-mail and I-mail sent or received by personnel and time spent by personnel on the system. All communications, including text and images, can be disclosed to law enforcement, other personnel or other third parties without prior written consent of the

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sender or the receiver even if they were not intended to be so disclosed. Certain areas of MacLellan Internet Applications will be clearly designated as “personal areas” and this Security/Waiver of Privacy provision of the policy will not apply. However, MacLellan reserves the right to access and review personal areas if reasonable suspicion exists that illegal or inappropriate activities are occurring within that area of the application. To effect the security and privacy of the Internet content and activities and E-mail/I-mail messages, it is the responsibility of each user to safeguard their password(s). Each user will be held liable for any activities that are performed using their username and password. Deleting an E-mail or I-mail message from the system does not guarantee that it has been erased from the system.

Personnel should be aware of the environment in which they are viewing information on the System so as not to inappropriately share information with others (e.g., passers-by).

Violations

Violations of any guidelines listed above or below may result in disciplinary action up to and including termination. MacLellan **may** advise appropriate legal officials of any illegal violations.

Conformance to Laws

MacLellan strives to uphold and observe all laws and regulations where its personnel operate. To the extent any provision of this Policy is deemed to conflict with any applicable laws regarding personal or data privacy, this Policy will be construed and applied to conform to such requirements as apply to MacLellan and MacLellan personnel.

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Internet and Electronic Mail Usage Agreement

I have received and read a written copy of MacLellan’s Internet and E-mail usage policy. I fully understand the terms of this policy and agree to abide by them. I acknowledge and agree that my use of the System is subject to the Policy. I acknowledge and authorize the company to monitor my usage, and record, for management use, the Internet address of any site that I visit and keep a record of any network, E-mail, or I-mail activity in which I transmit or receive any kind of file. I acknowledge and authorize that any message I send or receive will be recorded. I understand that any violation of this policy may lead to disciplinary action, up to and including termination, and, if applicable, civil liability and/or criminal prosecution under the Information Technology Act 2000 of India, as amended, and applicable laws of the United States of America, Canada, and/or any other applicable jurisdiction.

Signature _____

Printed Name _____

Date _____