



## Internet & Electronics Usage Policy / Agreement

### A. PURPOSE

The purpose of this **Internet and Electronics Usage Policy**, is to ensure MacLellan personnel conduct themselves in a lawful, ethical and professional manner consistent with MacLellan's corporate values, goals and objectives. Nothing in this policy is intended to limit or restrict rights of those to whom it applies to discuss the terms and conditions of their employment.

### B. SCOPE

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

### C. POLICY

This policy establishes guidelines for the proper use of MacLellan's Internet, E-mail, and I-mail (collectively "Resources" or the "System"). "Internet" includes but is not limited to the Worldwide 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.maclellanlive.net](http://www.maclellanlive.net)). These Resources are the property of MacLellan. All Personnel have the responsibility to use these Resources in a lawful, ethical and professional manner.

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

Access to the Internet has been provided to MacLellan Personnel for the business-related benefit of MacLellan, its Personnel, and customers. It allows users to connect to information resources around the world, as well as to 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 accordance with this policy. To assist Personnel in complying with this policy, the following guidelines have been established. To the extent you have questions about this policy after reviewing the guidelines, or at any other time, contact your manager or the Human Resources Department.

#### 1. **Acceptable Uses of the Internet, E-mail and I-mail**

E-mail and I-mail messages may be sent and received provided such messages do not violate other provisions of this policy. 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 other provisions of this policy. Unauthorized access to any restricted database is a violation of this policy. Training and development activities and data retrieval for such activities are allowed.

#### 2. **Unacceptable Uses of the Internet, E-mail and I-mail**

The System must not be used for personal profit or the profit of your family or friends. The System must not be used for harassment, threats of physical violence, or other unprotected speech or other expression that is illegal, unprofessional or inconsistent with the corporate values, goals and objectives of MacLellan. **Use of the System to solicit or participate in outside business ventures and/or to distribute confidential or proprietary business information is prohibited.** Use of the System must not disrupt the operation of the MacLellan network or any other network. Use of the System must not interfere with your

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productivity while on the job. 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 for such employee to use the System to access the Internet.

All use of the System must comply with all other MacLellan policies.

### 3. Communications

Each **person** is responsible for the content of all text, audio or images that they place or send using the System. All messages communicated on the System 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 distributed on the System should not contain **language which is derogatory or inflammatory concerning an individual or group's race, sex, religion, national origin, age, disability, physical attributes, sexual preference or identity, or any other protected status. No fraudulent, threatening, abusive, profane, uncivil, insulting, contemptuous, vicious or malicious language is to be transmitted through the system. Always think before you send any message or content. Be civil to others and their opinions, and do not post personal information about someone unless you have received their permission before doing so.** Personnel must not use Resources to express contentious personal opinions; opinions regarding the terms and conditions of employment are permitted.

### 4. Software

To prevent computer viruses from being transmitted through the system and to reduce technical support issues, **unauthorized downloading of software (computer programs) onto company owned computers is prohibited.** All software downloads will be done **only** through, or with the knowledge of, MacLellan's designated I.T Department Head.

### 5. Copyright Issues

Personnel may not use Resources to transmit copyrighted materials belonging to entities other than MacLellan. One copy of copyrighted material may be downloaded for 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 without the express permission of the owner. Failure to observe copyright or license agreements may result in disciplinary action from MacLellan and legal action by the copyright owner.

### 6. Security/Waiver of Privacy

All messages created, sent or retrieved over the System are the property of MacLellan. MacLellan has the right to access and monitor any aspect of the System, including, but not limited to, sites, chat groups and newsgroups accessed by Personnel, 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, may be disclosed to law enforcement or any other third parties without prior written consent of the sender or the receiver, even if they were not intended to be so disclosed. It is the responsibility of each user to safeguard all password(s). Users may be held liable for any activities performed using their usernames and passwords. Note that deletion of content 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 inadvertently share information with others (e.g., passers-by).**



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### 7. Data Storage

All company data/information including applications, files, and videos are prohibited from being stored on any device that is not a company owned location or device. Work data/information must never be shared over social media accounts. If there is a need to transfer company data outside the company, you must seek written approval from the MacLellan IT Department.

### 8. Devices

MacLellan provides devices for accessing our systems at all locations. Report any lost or damaged electronic equipment to MacLellan's helpdesk and/or supervisor. MacLellan systems allow for access through personal devices securely by utilizing a Citrix sign in. The use of personal electronic devices (including tablets, computers, or laptops) to access MacLellan systems at jobsites or on business travel is prohibited without formal approval from the MacLellan IT department. MacLellan is not responsible for any lost or damaged personal devices (including phones, tablets, computers, or laptops) that are used for work related activity.

### 9. Account Use

Access to MacLellan systems are a benefit to employment. If your account is not used/accessed in 45+ calendar days it will be disabled. If you or your supervisor know that you will not plan to use your account for more than 45 days, however the account needs to stay active please inform the MacLellan IT department.

### 10. Violations

Violations of this policy may result in disciplinary action up to and including termination. MacLellan **may** advise appropriate legal officials of any illegal acts.

### 11. 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 including those regarding personal or data privacy or employees' ability to discuss the terms and conditions of employment, this policy will be construed and applied to conform to such laws.

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Employee Name

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Employee Signature

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Date