

510 Email, Internet, & Computer Use

Effective Date: 09/01/2012

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Purpose: To recognize that use of the Internet and email is necessary in the workplace and to encourage employees to use the Internet and email systems responsibly, as unacceptable use can put our organization and others at risk. This policy outlines the guidelines for acceptable use of Pine Haven's technology systems.

This policy must be followed in conjunction with other Pine Haven policies governing appropriate workplace conduct and behavior. Any employee who abuses company-provided access to email, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, may be subject to disciplinary action, up to and including termination.

Pine Haven Christian Communities complies with all applicable Federal, State, and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of Pine Haven's electronic communications equipment or systems, including email and the Internet, should be directed to the Information Technology (IT) department.

Pine Haven has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and email, in an appropriate, ethical, and professional manner:

Confidentiality and Monitoring

- All technology provided by Pine Haven Christian Communities, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of Pine Haven and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Pine Haven reserves the right to examine, monitor, and regulate email and other electronic communications, directories, files, and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
- Internal and external email, voice mail, text messages and other electronic communications are considered business records and may be subject to

discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use

- Employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities, though minimal personal use is acceptable.
- Employees may not use Pine Haven's Internet, email, or other electronic communications to transmit, retrieve, solicit, or store any communications, images, or other content of a defamatory, discriminatory, harassing, sexual, or pornographic nature.
- No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, sexual preference, physical attributes, gender or sexual identity, or personal/political beliefs may be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail—are forbidden.
- Sending, receiving, printing, or otherwise disseminating proprietary data or other confidential information of Pine Haven Christian Communities or its business counterparts in violation of company policy or proprietary agreements is strictly prohibited.
- Copyrighted materials belonging to entities other than Pine Haven Christian Communities may not be transmitted by employees on the company's network without permission of the copyright holder.
- Pine Haven systems may not be used to operate a business, usurp business opportunities, solicit money for personal gain, or to search for jobs outside Pine Haven.
- Gambling or engaging in any other activity in violation of local, State, or Federal law is prohibited.
- Employees may not use the company's computer systems in a way that disrupts its use by others and may not send chain letters, jokes, comics, or non-job-related computer graphics.
- Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Each employee is responsible for the content of all text, audio, video, or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Pine Haven's corporate identity is attached to all outgoing e-mail communications, which should reflect our company values and appropriate workplace language and conduct.