

## **Sabel Steel Service, Inc. Computer And Internet Usage Policy**

Sabel Steel provides many of you with a personal computer as a tool to use in performing your job. While these computers prove beneficial they also present several potential problems. The purpose of this document is to define company policies and procedures regarding personal computer, Internet and email use.

Sabel Steel owns the rights to all data and files in any computer, network, or other information system used in the company.

Sabel Steel also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

Employees must be aware that the electronic mail messages sent and received using company equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by company officials at all times.

Sabel Steel has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

Employees are individually liable for any and all damages incurred as a result of violating company policy, copyright, and licensing agreements.

No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate company official.

No software is to be loaded or downloaded without prior approval. This includes calendars, animated mouse programs, news and weather "tickers", etc.

Access to the Internet is to be restricted to company business only. Chat room and instant messaging are prohibited.

Your company provided E-mail address is for communicating with customers, vendors and other Sabel employees.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment.

### **ACKNOWLEDGED RECEIPT OF THIS POLICY:**

NAME \_\_\_\_\_ DATE \_\_\_\_\_