

EMAIL USAGE POLICY

Company email should be used solely for Company-related purposes. It should not be used for personal reasons.

Employees are expected to be professional in all their communications using the Company's email system, regardless of whether the email is being sent to a customer or a fellow employee. Company email should not be mistakenly used as a substitute for casual conversation, sarcasm, frivolous comments, jokes, etc. Every email created on our system reflects on our Company's reputation. Compose each email carefully with this in mind.

Employees are prohibited from creating, forwarding or otherwise distributing any email messages which include offensive comments, pictures or other information about race, gender, disabilities, age, sexual orientation, religious beliefs and practice, national origin or any other categories protected by federal, state and local anti-discrimination laws. Employees are also prohibited from creating, forwarding or otherwise distributing any email messages which contain pornographic, obscene, lewd, etc. information (including but not limited to pictures and text). Employees who receive any emails with such content should report the matter to their supervisor or Human Resources department immediately.

Employees are also prohibited from using the Company's computer system to create, forward, send or otherwise distribute unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

By using the Company's computer system employees thereby acknowledge and consent to having the Company monitor any and all email stored, sent or received on the Company's email system without prior notice. Employees have no expectation of privacy in anything stored, sent or received on this system.

Emails should only be deleted in accordance with our Company's Electronic Document Retention Policy. Please refer to that policy for details.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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