Internet Use Guidelines

Email is a business communication tool and employees are obligated to use it in a responsible, effective, and lawful manner. The following are expectations for employees who use Company internet resources and/or use personal devices to access the internet while on Company property, while conducting Company business, and/or while on Company paid time:

- Emails which contain discriminatory remarks, harassment, profanity, libelous, offensive, threats of violence, and/or similar inappropriate or unlawful conduct shall not be sent or forwarded.
- Emails which contain our Companies' trade secrets and private or confidential information are not to be sent or forwarded. Please review our "Exhibit A: Confidential Information, Invention and Copyright" and "Unilateral Confidentiality and Non-Disclosure Agreement" for additional information.
- An email or an email with an attachment that might contain a virus shall not be sent or forwarded.
- An email sent to you for which you do not have permission to copy shall not be sent or forwarded. (Do not forward a message without acquiring permission from the sender first).
- Do not send email messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending email.

Email Best Practices

{insert company name} considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Employees who send emails should adhere to the following guidelines:

- Write well-structured emails and use short, descriptive subjects.
- Signatures must include your name, job title, and company name.
- Use the spell checker before you send out an email.
- Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
- Do not use "cc:" or "bcc:" fields unless the "cc:" or "bcc:" recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
- If you forward emails, state clearly what action you expect the recipient to take.
- Only send emails whose content could be displayed on a company bulletin board. If they cannot be displayed in their current state, consider rephrasing the email, using other means of communications, or protecting information by using a password.
- Only mark emails as "High Importance", if they really are Urgent or Highly Important.
- Emails should be responded to the same day they are received or within at least four (4) working hours, whichever is sooner.
- Employees need to request permission from their supervisor before subscribing to a newsletter or news group.
- Delete any email messages that you do not need to have a copy of.

Personal Use

- Personal use of computers should not interfere with work.
- Personal emails must adhere to the guidelines in this section of the Policy as well as other sections of the Policy. Personal emails should be kept in separate folders and deleted weekly so as not to burden the system.
- The forwarding of chain letters, junk mail, jokes, and executables is strictly prohibited.
- Data mining, block-chaining and any form of Cryptocurrency Mining, in part or in whole are considered theft of resources and a material breach of the policies and expectations for Employees.
- Do not send mass emails unless the content of the mail is relevant to each individual who will receive it.
- All email messages distributed via the Company's email system, even personal emails, are considered to be company property.

Confidential Information

- Avoid sending confidential information by email. If you do, you must secure the information by including a protected password. Then provide the recipient with the password by means of other communication, for instance by telephone.

Disclaimer

The following disclaimer is embedded into each outgoing email, and cannot be withdrawn or redacted for any reason:

"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you received this email in error, please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. Our Company accepts no liability for any damage caused by any virus transmitted by this email."

Email Accounts

All email accounts maintained on our email system are the property of our Company. Passwords should not be given to other people and should be changed on a monthly basis. Email accounts not used for 60 calendar days will be deactivated and possibly deleted.

Internet Culture Policy Acknowledgement & Arbitration Agreement

This page/section is defined to acknowledge that I have received a copy of the Internet Culture Policy and understand that it contains important information on our Company's policies and on my privileges and obligations as an employee. I acknowledge that I am expected to read and understand these company policies and will familiarize myself with the material in this Policy. I understand that the Company may change, rescind, or add to any policies, benefits, or practices described in this Policy, other than the employment-at-will policy, from time-to-time in its sole and absolute discretion.

1. This Policy summarizes the policies and practices in effect at the time of publication. This Policy supersedes all previously issued policies and any benefit statements (with the exception of plan description and employment-at-will handbook) or memoranda that are inconsistent with the policies described in this updated Internet Culture Policy.

2. I understand and agree that employment with our Company is not for a specified period of time and is at the mutual consent of myself and the Company. Accordingly, either I or the Company can terminate the employment relationship at will, with or without cause or notice, at any time. I further understand and agree that the at-will employment policy cannot be amended, modified, or altered in any way by oral statements or in any other way, and can only be altered by written amendment signed by the Chief Executive Officer. The employment-at-will statements/policy used throughout this Policy does not interfere with an employee's rights to engage in protected activity.

Arbitration Agreement. Any dispute or claim that arises out of or that relates to this employment agreement, or that relates to the breach of this agreement, or that arises out of or that is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any statute, regulation, or law, including those dealing with employment discrimination, sexual harassment, civil rights, age, or disabilities), including tort claims (except a tort that is a "compensable injury" under Workers' Compensation Law), shall be agreed by both the Employee and the Employer to be resolved by arbitration in accordance with the then effective arbitration procedures and guidelines of The California Judicial Arbitration Law (Ca Civ Pro § 1141.10 et seq.) and judgment upon the award rendered pursuant to such arbitration may be entered in any qualifying court having jurisdiction within the State of California.

_____ _____

Employee's Name (Please Print) **Employee's Signature**

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Date (Policy Read)

_____ _____

Witnesses' Name (Please Print) **Witnesses' Signature**

_____

Date (Policy Presented)