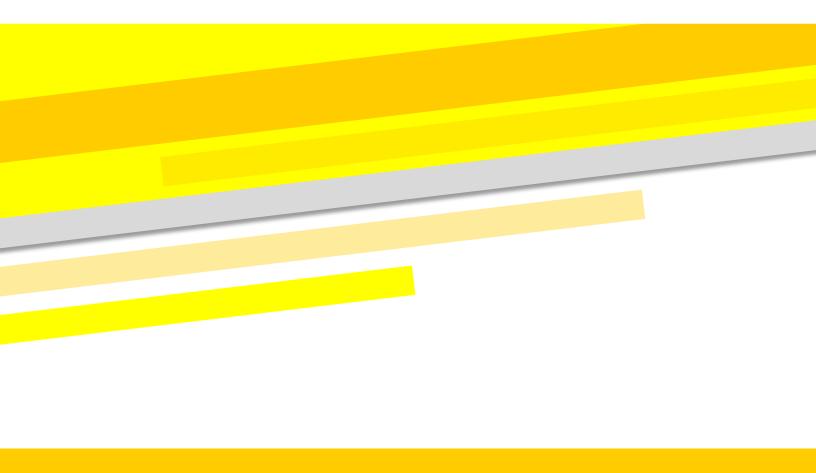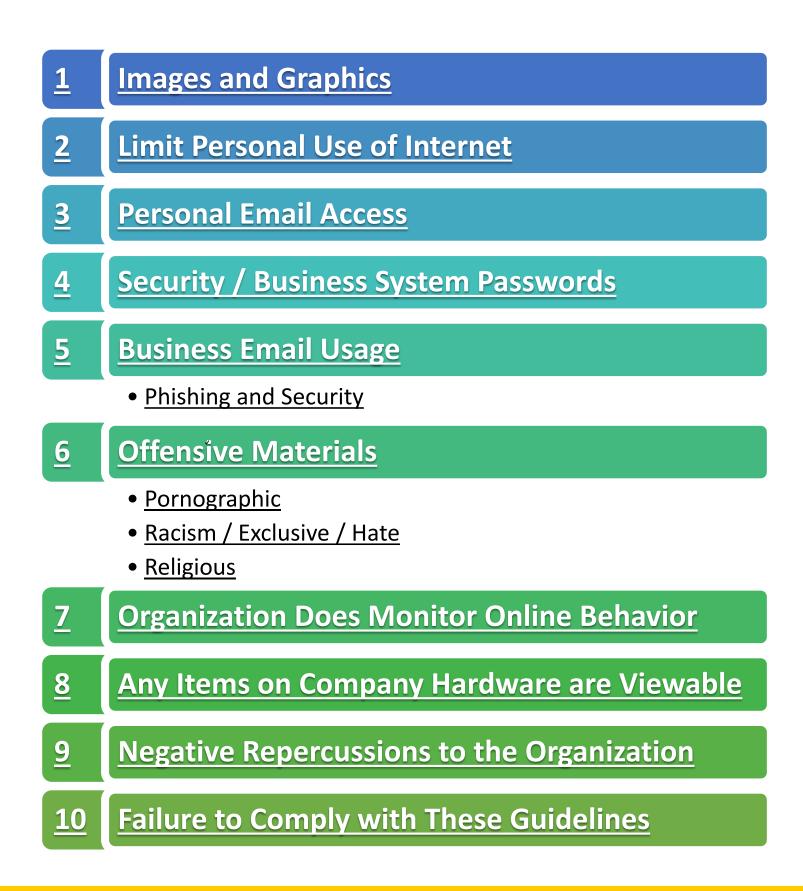# ETHICS & TECHNOLOGY

EMPLOYEE HANDBOOK

Click on a Topic Below to Learn More

Introduction

This document outlines the company policies around the ethical use of technology. These policies are in effect for all employees. It is the responsibility of the employee to act in accordance within these policies.

Employees are permitted to access private email and view web pages that are not work related on company issued devices in moderation. These actions must never have negative impacts on work performance or an employee's level of productivity.

The use of the internet or of email on company issued electronic devices must in no way cause harm either: physical, economic or otherwise to the company.

It should be fully understood by the employee that the corporation does monitor and document all activity of employees on a company issued device. No messages should be sent or content created that the employee would not want a third party to view.

Images and Graphics

When selecting media, for creating content it is very important to select media that is labeled for use. There are many web sites that specialize in offering "Open Source" content. It is in the company's best interest that you locate material that is not subject to any form of copyright.

Scenario:

- You find an image online that would be perfect for your presentation but it has a watermark and can't be saved so you just take a screen shot and use that.

A Better Choice:

- You locate a web page that offers open source images or use the Google.com image search by usage rights under tools.

Limit Personal Use of the Internet

As an Employee, you are permitted to access web pages that are not work related on company issued devices in moderation. These actions must never have negative impacts on your work performance or level of productivity.

Scenario:

- You want to buy something online so you do some online shopping around make the purchase at your desk while working.

A Better Choice:

- You wait until your break and use a courtesy computer to make the purchase.

Personal Email Access

As an Employee you are permitted to access private email in moderation. These actions must never have negative impacts on your work performance or productivity. You should be aware that all content accessed on a company device is viewable by the company.

Example:

- You access your private email at work to work on your Real Estate business because it is accessible so it must be OK.

A Better Choice:

- You access your private email at work to check on a message from your spouse about dinner plans. Using your private email at work to run a separate business would be an abuse of the acceptable use policy.

Security / Business System Passwords

The security of our online systems depends on the integrity of the passwords that you choose. A strong password is difficult to guess, it should contain:

- Lower case letters
- Capital letters
- Numbers

Example:

- An example of a weak password is: "Password"

A Better Choice:

- An example of a strong password is: "7HotDoG23"

Business email Usage

The email account provided by the business should be used strictly for businesses purposes and should never be used to send personal messages. The company reserves the right to monitor all communications that you send on business platforms.

Phishing and Security

When using any email system you should always be aware that emails can contain malicious or hazardous contents. Do not open up any suspicious looking emails from unknown senders, especially if they have attachments. Never click links in emails from unknown senders.

Example:

- If you receive an email from outside of the company with a hyperlink then delete the email and clear your trash folder immediately.

- You receive a phone call on a phone line that you don't recognize and they say they are with IT.

Offensive Materials

As an employee, it is important that you are respectful of all groups of people.

Pornographic
Never create or share any content that includes images of the human figure in the nude. Pornography will not be tolerated at the company in any form.

Racism / Exclusive / Hate
Never create or share any content that secludes any group of people based on their: race, ethnicity, gender or sexual orientation. Any content that expresses hate in any form is unacceptable and will not be tolerated.

Religious
Employees are allowed and encouraged to practice their own religion and live according to the system of beliefs they have chosen. Never create or share any content with religious connotations at work.

Scenario:
- You receive an email that contains pictures of people in the nude so you share it with just your best friend because it's actually funny.

A Better Choice:
- You inform Human Relations about the email.

Organization Does Monitor Online Behavior

You should be aware that the business reserves the right to monitor and track all internet activity, including messages sent on private email accounts, on business owned devices.

Any Items on Company Hardware are Viewable

You should not create or store anything on a business device that you would consider private and would not want other individuals to view. No messages should be sent or content created that you would not want a third party to view.

Scenario:

- You have a Laptop provided by the company so you load all of your favorite movies that you downloaded from the internet
so you have a back-up.

A Better Choice:

- You have a Laptop provided by the company you strictly use the laptop for business related actions. Adding personal content that you obtained online would be a liability to the company.

Negative Repercussions to the Organization

Your use of the internet or of email on company issued electronic devices must in no way cause harm either: physical, economic or otherwise to the company. Unauthorized uses of devices that consumes excessive amounts of data will be monitored and reviewed as potential offenses to this policy.

Scenario:

- You use the DropBox Account provided by the company to share large videos of movies with friends.

A Better Choice:

- You use the DropBox Account provided by the company to back up work you have done for the company. Storing movies on the companies account would consume excessive amounts of Data.

Failure to Comply with These Guidelines

Failure to follow the guidelines of Ethics & Technology at work will result in a written statement as a warning. Repeated failure to follow the guidelines of Technology at work or severe offenses will result in disciplinary action up to and including termination of employment. Sharing of offensive material including pornography or abusive or which is discriminatory against any specific group of people will not be tolerated and will result in immediate termination of employment.