

# ACCEPTABLE ONLINE USE POLICY

VIEW AND SIGN WITHIN 48 HOURS OF EMPLOYMENT BY KOLMER CORPORATION

This policy is in effect for any person (later referenced as employees) employed by Kolmer Corporation (later referred as "The Company"). This policy is in effect at time of hire and must be signed by any employee within 48 hours of starting their first shift.

## **Limit personal use of internet and personal email access**

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.

## **Must not initiate negative repercussions to the organization**

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. Unauthorized use of devices that consumes excessive amounts of data will be monitored and reviewed as potential offences to this policy.

## **Offensive Materials**

Sharing of offensive material via any company issued device including will not be tolerated. This includes, but not limited to: pornographic content, profane content, abusive content or any content which is discriminatory against any specific group of people.

## **Organization does monitor online behavior of employees**

It should be fully understood by the employee that the corporation does monitor and document all activity of employees on a company issued device.

## **Any items used on company hardware are viewable by the company.**

No messages should be sent or content created that the employee would not want a third party to view.

## **Failure to comply with these guidelines**

Failure to follow the guidelines of internet usage at work will result in a written statement as a warning. Repeated failure to follow the guidelines of internet usage 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.

**By signing this document you acknowledge that you have read and understood this content and that you are aware of the penalties up to and including termination for not following these policies.**

DIGITAL SIGNATURE:

Employ must submit an electronic sign off by typing the Month and Date they were born and the last four digits of their Social security number with no spaces in this format:

MMDDSSSS

Guidelines for this policy taken from:

**DEVELOPING AN EFFECTIVE COMPANY POLICY FOR EMPLOYEE INTERNET AND EMAIL USE**

By David W. Arnesen and William L. Weis, Seattle University

*Journal of Organizational Culture, Communications and Conflict, Volume 11, No. 2, 2007*