Policy and Acknowledgment

Electronic Communication and Social Media Policy

As a condition of employment, if you use a personal computer, computer software, email, voice mail, text messages, the Internet, or any other electronic medium including cell phones to perform your job, you are responsible for their proper use. All communications, documents and stored information transmitted, received or contained on the Company’s systems, including cell phones and computers, are the Company’s property. These and any future electronic mediums are for the sole purpose of performing work and not for personal use. All employees must be aware of and comply with the Electronic Communications Guidelines.

Internet access is for business purposes only. Internet users must not access sites that may bring the Company into disrepute. Management is able to determine which employees are accessing certain sites. If the sites are not work-related, appropriate disciplinary action may be taken. Employees are specifically advised that access to Internet sites which are designated as adult-oriented, including but not limited to pornographic, obscene, gambling, or dating services, is strictly prohibited. Employees are prohibited from purchasing, downloading copying or sharing unlicensed computer software or copyrighted information that is not authorized for reproduction from any source, including, without limitation, file sharing services.

The use of the Company’s equipment for access to such sites and prohibited usage will be grounds for disciplinary action, up to and including termination. Under no circumstance is an employee authorized to use Company-owned equipment to engage in any activity that is illegal under local, state, federal, or international law or for the purpose of an individual’s personal gain.

The Company and its management have the right to audit and monitor electronic equipment and associated data to ensure there is no unauthorized or inappropriate use. The Company may intercept, monitor, copy, review, and download any communication or file created or maintained on any of its electronic systems or equipment. Technology allows management to retrieve voice, instant/chat and email messages (including deleted messages) and trace them to their source.

Employees are advised that the Company reserves the right to use lawful methods of investigation to determine whether any person has engaged in conduct which interferes with, or adversely affects, the Company’s business and/or reputation. Additionally, the Company reserves the right to conduct quality assurance telephone calls and record those calls for training. Employee is advised that all electronic medium is the property of the Company.

Equipment or systems may not be used to create, communicate, download, or store any material that may be offensive, pornographic or obscene, gambling-related, hostile, intimidating, or threatening. Use of email, computer, Internet, phone, and voice-mail systems will be held to the same standards as all other business communications, including compliance with the Employment Policy. Internet users must not attempt to obscure the origin of any message or download material under an assumed Internet address. Do not use Company email or computers to sign up for non-work related on-line offers or services.

Employees (other than Company management involved in investigations) may not use codes, passwords, or other means to gain access to email, voice mail, or computerized information belonging to others. Employees shall not share or give out their email, exchange, domain, or user-name and password, as this can lead to someone using an account in an inappropriate manner. Company information is proprietary and the property of the Company and may not be communicated to any party without a specific business purpose. Employees will be held responsible for all inappropriate use of their computer and any inappropriately stored data, regardless of whether the employee downloaded those materials. Do not allow your family members or friends to borrow or use any Company-owned electronic equipment.
Personal use of Company owned computers, email, voice mail, and all other electronic equipment, media, and services should be reasonable, as determined by Company management. Company owned equipment and services may not be used for personal financial gain, such as a side business, or for any activity that may constitute a conflict of interest. Personal use of Company equipment that the Company determines to be unreasonable may be grounds for disciplinary action, up to and including termination.

Employees are prohibited from making any defamatory statements about any Larry H. Miller employee, customer, vendor, affiliate, or competitor.

All software purchased by the Company is the property of the purchasing entity, and its use is limited to the software’s licensing instructions. Employees are specifically prohibited from copying, downloading, or using any software in violation of the software’s applicable license agreement.

All computer files are the intellectual property of the Larry H. Miller Group of Companies. Should you, during the course of employment or upon or after termination of employment, attempt to take and/or use any such intellectual property, or transfer such intellectual property to any third party, or retain such intellectual property, you will be in violation of Larry H. Miller Group of Companies’ rights regarding such intellectual property. In such event, Larry H. Miller Group of Companies shall exercise all legal remedies to protect its rights in and to such property.

Only Company owned or leased hardware and software are authorized for employee use. Any personal hardware or software, such as an iPod or iTunes, is strictly prohibited from being downloaded or attached to Company equipment. Any network devices that are not purchased and approved through the Information Systems Department will not be allowed to connect to the network. The purpose of this policy is to protect the security of the Company’s network systems from viruses and other corruption.

It is the intent and practice of the Larry H. Miller Group of Companies to comply with all laws, regulations and policies that serve to protect the interests of its employees.

The Company makes reasonable efforts through its mainframe computer systems to guard against unwanted and inappropriate email to its employees. Firewalls and spam filters are set at the highest levels possible to prevent sexually explicit emails and junk mail from entering employee emails. While a reasonable attempt is made, the senders of such inappropriate and unwanted materials can slip through our filters. Once made aware of such an occurrence, every effort is made to block those specific violators. Employees should notify the IT Department of the sender’s address and delete the email from their system.

SOCIAL MEDIA: It is the Social Media Policy of the Larry H. Miller Group of Companies that all Group Employment and Electronic Policies, including but not limited to anti-discrimination and harassment policies, apply to all online activity including use of social media.

MONITORING: Employees are advised that the Company reserves the right to use lawful methods of investigation to determine whether any employee has engaged in conduct which interferes with or adversely affects the Company’s business and/or reputation. Moreover, all electronic mediums owned or serviced by the Company are the property of the Company, and an employee has no privacy rights when using Company property for personal use.

PRODUCTIVITY: Personal use of social media during work hours must not interfere with an employee’s work or productivity, as determined by the Company.
POSTED CONTENT. Each employee is responsible for his or her postings and other communications, and should consider some of the risks and rewards that are involved. Any conduct that adversely affects the employee’s job performance or the performance of fellow associates, or otherwise adversely affects members, customers, vendors, or others who work on behalf of Company may result in disciplinary action up to and including termination. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

COMPANY REPRESENTATION ON SOCIAL MEDIA SITES. Employees may not publish statements, comments, or press releases on behalf of the Company without express written authorization. An employee should make clear in his or her personal use of social media that they are not speaking on behalf of the Company.

CONFIDENTIAL AND PROPRIETARY INFORMATION. Employees may not publish or otherwise disclose confidential or proprietary Company information to its customers, vendors, employees on social media sites, or any other medium.

COPYRIGHT AND FAIR USE. Company names, logos, and trademarks are the property of the Company and may not be used by an employee for any purpose without the Company’s expressed written permission.

USER ACCESS. Employees shall not use their Company domain email address to create or maintain social media accounts.

(Signature of Employee) Date