

## Acceptable Use of Technology Policy

Effective Date:	Revision #:	Written by:
Department:	Revision Date:	Location:
Reviewed by:	HR Review:	Executive Review:

### Purpose

To provide clear expectations for the use of personal cell phones or company owned technology or any other electronic devices or software used by employees in the workplace.

### Scope

This policy applies to all employees.

### Statement

Employees are expected to keep their personal phones stored away during their work hours. It is expected that company owned hardware and software are for the exclusive use of employees to perform their job. Company owned technology will be monitored, and therefore employees should have no expectation of privacy of anything stored or transferred using company technology.

### Responsibilities

#### Employee:

- Check and respond to company emails in a timely fashion, no later than the next business day.
- Immediately report, and DO NOT open emails which seems out of the ordinary or suspicious, they could contain a virus or other type of system breach.
- Maintain a regular schedule to change passwords and keep them secure.
- Maintain a tidy work area and protect equipment from potential liquid spills or damage.
- Report to Management when equipment, defective or is in disrepair.

#### Social Media

- Use sound professional judgement and a positive tone when commenting on industry articles and posts.
- Refrain from commenting or contributing to social media articles, posts, or blogs which may be considered in poor taste.
- Protect your personal privacy, be well informed of the privacy settings on all social media.

Restrictions:

- Will not represent \_\_\_\_\_ on blogs, social media or any type of industry posting which could be interpreted as negative, politically incorrect, unprofessional, or cause any type of reputational damage to ABJHI.
- It is strictly prohibited to use a(n) \_\_\_\_\_ email address for the purpose of electronic money transfers of any type.
- Viewing and participating on social media or other distractions during business hours is not appropriate.
- Use of company owned assets for personal gain is prohibited.
- Installing or downloading of apps, video, movies, music, or software is prohibited.
- All users are prohibited from downloading, displaying or distributing sexually explicit or violent images, video, or audio recordings.
- Storing any client or company documents on unauthorized cloud storage is prohibited.
- Accessing inappropriate websites on a(n) \_\_\_\_\_ computer is prohibited.

**If Social Media use is okay in certain circumstances, use the following bullets**

- Will not represent \_\_\_\_\_ on blogs, social media or any type of industry posting which could be interpreted as negative, politically incorrect, unprofessional or cause any type of reputational damage to <company>.
- Social media identities, login ID's and usernames must not use \_\_\_\_\_ name, logo or contain company information.
- Any social media posts referencing \_\_\_\_\_ directly, or indirectly, must have a disclaimer that reads, "The views expressed in this post/on this site are mine, and do not necessarily reflect the views of my employer."
- Will not publish confidential information including, but not limited to, proprietary information about \_\_\_\_\_ and its clients, future plans, financial information, or news that has not yet been released by the marketing team.
- \_\_\_\_\_ clients should not be cited or obviously referenced on social media without their approval, and all business communication should be done through proper \_\_\_\_\_ channels such as email.

Management:

- Monitor the use of \_\_\_\_\_ assets.
- Investigate and respond to any reports of questionable use of technology.
- Advise \_\_\_\_\_ of any potential threats or security breaches.

HR:

- Contributes to developing, maintaining, monitoring and implementing this policy.

*Failure to comply with this policy may result in disciplinary measures up to and including termination of your employment.*

## Questions

Employees can direct their questions to

**If social media bullets are used above, include the following definitions**

## Definitions

Social Media — Facebook, Instagram, LinkedIn, Snapchat, Twitter, Tinder, or other apps.

Cloud-based storage - is a model of data **storage** in which the digital data is stored in logical pools, the physical **storage** spans multiple servers (and often locations), and the physical environment is typically owned and managed by a hosting company.

## References

Termination Policy

Code of Conduct

Harassment & Discrimination Policy

Discipline Policy