



COMPUTER HARDWARE / SOFTWARE AND E-MAIL/VOICE-MAIL POLICY

Sunshine Village equipment, including computer hardware and software are valuable assets. Electronic equipment is intended for Sunshine Village business or employment matters of Sunshine Village employees. You may not copy or use Sunshine Village purchased/leased software contrary to the interests of the organization or for purposes other than the business reason for the purchase or lease.

Sunshine Village, without expressed permission, can access your computer, e-mail, stored e-mail information files, or voice mail to better serve the needs of the Agency or to make certain that they are being used properly and in compliance with this policy. E-mail, voice mail, as all computer-inputted data, is considered Company files and not the property of any individual. The use of a password is to control access to company equipment and is not intended to create a right or expectation of privacy. Passwords are unique to each user and should never be shared with anyone.

No Agency property, including computers, may be used for unlawful purpose or to offend, harass, abuse, or otherwise communicate, malicious, offensive, or unlawful, messages in violation of Sunshine Village's policy prohibiting harassment, including sexual harassment; nor may they be used to access material unrelated to the performance of the business of the Agency. All agency property must be returned upon termination of employment. Employees should be aware that e-mail/voice mail messages could be retrieved and even subpoenaed for litigation and government compliance investigations. Stored information and e-mail/voice mail messages may not be deleted or destroyed if it is the subject of or relevant to a claim of litigation. Violation of this policy will result in disciplinary action up to and including termination.