



Computer & Internet Policy (Amended July 2004)

Computers, computer files, the e-mail system, and software furnished to employees are Arcis property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Arcis prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should use discretion when sending and replying to e-mail. All messages sent from office e-mail accounts are a direct reflection of Arcis. To ensure standard e-mail communications, employees should always use the approved signature block for e-mails. This includes the specific text, font size, and font color, as well as the necessary disclaimer.

Employees should notify their immediate supervisor or a member of the Management Team upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet access to global electronic information resources on the World Wide Web is provided by Arcis to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Arcis and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Arcis. As such, Arcis reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and/or stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material,



does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

In the event of an employee's resignation or termination, the computer is to be left in the manner in which it was originally assigned to that employee. Any formatting of hard-drives, removing of programs, or password-protecting of documents is strictly prohibited. If, in the event the employee chooses to erase or format all or any portion of their computer, it will be considered destruction of company property, and the employee will be billed for the appropriate rebuilding charge. The estimated charge to reinstall programs on a reformatted hard-drive is \$500. If the computer is unable to be restored, the employee will be charged the replacement cost of a new computer.

To ensure a virus-free environment, no files or programs may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by Arcis in violation of law or Arcis policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law and/or failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities
- Excessive internet access for personal use



Documentation for Personnel File:

I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of Arcis Investments. I also understand that these systems are to be used for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to Arcis Investments monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems, monitoring internet usage, and listening to my voice-mail messages in the ordinary course of business.

I understand and acknowledge the possibility of monetary charges upon my resignation or termination should I choose to alter the original set-up of the computer I am issued.

Employee's Signature

Date