

The Internet provides faster communication and access to almost unlimited types of information. This can be a problem in the work place. One can easily participate in activities that are questionable, inappropriate, against company policy and/or illegal. The instances where questionable, inappropriate or illegal activity potentially puts the employee, the employer and Acorn Technology at risk in a business world that is quick to point out unethical and illegal activities. Below is a sample policy statement you may wish to consider for use and dissemination to your employees, customers and vendors.

The Internet, company equipment, or personal equipment used for company business should not be used:

- to access, create, transmit, print or download material that is derogatory, defamatory, obscene, threatening or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.

- to access, send, receive, or solicit sexually-oriented messages or images.

- to download or disseminate copyrighted material, including the uploading and downloading of games, commercial software, movies or music. Permission to copy the material must be obtained from the publisher.

- to download, without prior approval of the IT Department (Acorn Technology), software from the Internet as the download could introduce a computer virus onto the Company's network. In addition, the software may be covered by copyright laws so the downloading could be an infringement of copyright law.

- to transmit personal comments or statements through e-mail or instant messaging or to post information to newsgroups or Internet forums that may be mistaken as the position of the Company.

- to disclose confidential information through the use of Internet e-mail, news groups, Internet forums or instant messaging.

- to send or participate in chain letters, pyramid schemes or other illegal schemes.

- . to violate any State, Commonwealth or International Law.
- . to conduct any personal business activity for financial gain or commercial purposes.
- 0. to seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- 1. to use the Internet to disrupt the use of the Internet by others.
- 2. to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- 3. to gamble

**Your company E-mail account should not be used:**

to send jokes or other humorous items on the organization's e-mail system: The problem with humor is some people may find it offensive or inappropriate. With e-mail, it is very easy to send out an e-mail to dozens or hundreds of other employees, making it very likely that at least a few will not find it funny. Any one of those employees may file a complaint that eventually becomes a disciplinary action. Also, keep in mind that the recipient of an e-mail may forward the e-mail to others inside and outside the organization, putting the reputation of the organization and people within the organization at greater risk.

to support inappropriate activities:

Every organization has different policies, but most have limits on personal use of the organization's e-mail system. Sending e-mail to confirm a dentist appointment would likely be allowed, but things like conducting an affair or running a side business using the organization's e-mail system would not be allowed.

You should never use another person's e-mail account without permission:

Unlike the recipient of a telephone call, the recipient of an e-mail has few clues about the origin of an e-mail besides an e-mail address. If you are sending a legitimate message, use an appropriate e-mail account. Otherwise, you are likely breaking one or more of the organization's e-mail usage policies.

to send non-work related messages that, if released to the public, may hurt the organization:

While some activities such as harassment are likely to be clearly prohibited by organizational policy,



## SERVICE BULLETIN

there may be many other activities that are allowed, but potentially damaging. If you are in any doubt about a message, ask yourself whether the message could be reprinted on the front page of the New York Times without causing harm to the reputation of the organization.

E-mail examples that may be deemed inappropriate: Foul or obscene language, propositions, sexual innuendo, humor related to gender-related traits, discussing sexual activities, comments about physical attributes, discussions concerning actual or rumored sexual activity, or sending out links or other contact information for sexually oriented material.

In an effort to continue providing you the best service possible, we would appreciate you informing us of your company policy in regards to these types of issues. If we at Acorn Technology come across any illegal activity we will immediately notify the head of your organization so that you may handle the situation appropriately. However, in regards to inappropriate activities we would like for you to tell us how you want us to handle it.

Please contact us at (951) 784-3500 or at [info@acorntechcorp.com](mailto:info@acorntechcorp.com) with any questions or information as to your company policies.

Sincerely,

Acorn Technology Corporation

Email: [info@acorntechcorp.com](mailto:info@acorntechcorp.com)

Phone: (951) 784-3500

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