

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

511 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are **[FIRM]**'s property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. You should be aware that e-mail sent from or received on **[FIRM]**'s computers are not private and may be accessed by the **[FIRM]**.

[FIRM] strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, **[FIRM]** 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.

[FIRM] purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, **[FIRM]** does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. **[FIRM]** prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor or any member of management 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.