

[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.]

Workplace Monitoring

[FIRM] respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of Company-owned equipment or supplies. You should be aware of the following policies.

[FIRM]'s right to access information. Although employees have individual access codes to voice mail, e-mail, and computer network systems, these systems are accessible at all times by the firm, and may be subject to periodic unannounced inspections by the firm for business purposes as allowed by applicable law. All systems pass codes must be available to the Company, and employees may not use pass codes that are unknown to the Company. Backup copies of e-mail and voice mail are maintained and can be referenced for business and legal reasons.

Systems use restricted to **[FIRM]**'s business. Employees are expected to use the e-mail, voice mail, and computer network systems for firm's business only and not for personal purposes. Personal purposes include, but are not limited to, soliciting or proselytizing for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Forbidden content. Employees are prohibited from using the firm's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, or anything that may be constructed as harassment or disparagement of others.

Password security and integrity. Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their e-mail and voice mail messages.

New Employee Checklist and Exit Checklist. All managers are required to fill out a New

Employee Checklist immediately after hiring an employee and are required to fill out an Exit Checklist upon terminating an employee. Original copies of both documents will reside in the employee's personnel file as standard procedure.

Personal or other inappropriate use of CAMICO information systems will result in disciplinary action up to and including termination.

Security Inspections

[FIRM] wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, **[FIRM]** prohibits the possession, transfer, sale, or use of such materials on its premises. **[FIRM]** requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of **[FIRM]**. Accordingly, any agent or representative of [firm name] can inspect them, as well as any articles found within them, at any time, either with or without prior notice.