Introduction POLICY

[The Company] provides its employees with an email system, telephones with voicemail, a network connection, and access to the Internet/Intranet. The facilities used to provide this access represent a considerable commitment of [the Company]’s resources for telecommunications, networks, software, storage, etc. It is every employee’s duty to use these resources responsibly, professionally, ethically and lawfully.

This following policies govern all applicable use of [the Company]’s resources, network, Internet/Intranet access, email and voicemail systems. [The Company] maintains the discretion to modify this policy as it deems appropriate.

This policy is not a contract and does not change the at-will status of [the Company]’s employees.