

# SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

## CORPORATE POLICY 6.07

### TECHNOLOGY RESOURCES

Chapter: 6.0 – Personnel Policies  
Section: 6.07 – Technology Resources  
Effective Date: November 17, 2010

#### 1.0 PURPOSE

1.1 To establish a policy for the management of the CORPORATION's technology resources to ensure their integrity, security and availability to continue business activities.

#### 2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD. This Policy may only be amended by approval of the BOARD.

#### 3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

#### 4.0 POLICY

4.1 This BOARD POLICY shall establish standards intended to facilitate and support the authorized use of the CORPORATION's TECHNOLOGY RESOURCES at an acceptable cost. The purpose of the TECHNOLOGY RESOURCES are to:

4.1.1 Establish a protocol for information/data security.

4.1.2 Identify and prevent the compromise of information/data and the misuse of Technology Resources.

4.1.3 Deliver the maximum uptime of the technology resources to insure employee efficiency.

4.1.4 Provide information/data backup and redundancy to safeguard against loss.

4.2 The Technology Resources are the property of the CORPORATION and may only be used for approved purposes. Employees are permitted access to the Technology Resources to assist them in the performance of their jobs. Occasional, limited, appropriate personal use of the Technology Resources is permitted when the use does not:

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- 4.2.1 Interfere with the employee's work performance;
  - 4.2.2 Interfere with any other employee's work performance;
  - 4.2.3 Unduly impact the operation of the Technology Resources;
  - 4.2.4 Result in any expense to the CORPORATION; or
  - 4.2.5 Violate any other provision of this BOARD POLICY or any other policy, guideline, or standard of the CORPORATION.
- 4.3 Employees understand and agree that the CORPORATION retains the right, with or without cause or notice to the employee, to access or monitor the Computer Information, including employee e-mail and internet usage. Please keep in mind that anything created or stored on the Technology Resources, including the Computer Information, may, and likely will, be reviewed by others and that even deleted files may be recovered.
- 4.3.1 Employees have no reasonable expectation of privacy of any kind related to their use of the Technology Resources or any Computer Information; and
  - 4.3.2 Employees expressly waive any right of privacy or similar right in their use of the Technology Resources or any Computer Information.
- 4.4 All of the Computer Information and the Technology Resources are the sole and exclusive property of the CORPORATION. Any employee files, e-mail, or other Computer Information stored on the Technology Resources will become the property of the CORPORATION.
- 4.5 Any unlawful or otherwise inappropriate use of the Technology Resources is strictly prohibited and may result in disciplinary action, up to and including termination. Inappropriate use of the Technology Resources includes, but is not limited to:
- 4.5.1 INAPPROPRIATE OR UNLAWFUL MATERIAL. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate, including any comments that would offend someone on the basis of any characteristics protected by state or federal law, including race, age, sex, sexual orientation, religion, or political beliefs, national origin, or disability, must not be sent by e-mail or other form of electronic communication (e.g., bulletin board systems, newsgroups, chat groups), viewed

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on or downloaded from the Internet or other online service, or displayed on or stored in the Technology Resources. Employees encountering or receiving such material must immediately report the incident to the IT Manager.

- 4.5.2 NON-SOLICITATION. Employees may not use the Technology Resources for personal financial gain or the benefit of any third party, or to solicit others for activities unrelated to the CORPORATION's business, or in connection with political campaigns or lobbying.
- 4.5.3 PROTECTION OF CORPORATION SOFTWARE AND DATA. Employees may not upload or transmit via e-mail any software licensed to the CORPORATION or data owned or licensed by the CORPORATION without the express written permission of the PRESIDENT.
- 4.5.4 WASTE OF TECHNOLOGY RESOURCES. Employees may not deliberately perform acts that waste Technology Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, streaming audio or video, large file transfers, downloading audio, video, and picture files that are non-business related, sending non-business related mass e-mailings or chain e-mail, subscribing to a non-business related Listserv, spending excessive time on the internet (e.g. "net surfing"), playing games, engaging in non-business related "chat groups," or otherwise creating unnecessary network traffic.
- 4.5.5 MISUSE OF SOFTWARE. Employees who become aware of any misuse of software or violation of copyright law must immediately report the incident to the IT Manager. Without prior written authorization from the PRESIDENT or his/her designee, employees may not do any of the following:
- 4.5.5.1 Copy CORPORATION software for use on their home computers;
  - 4.5.5.2 Provide copies of CORPORATION software to any independent contractors, consultants or third person;
  - 4.5.5.3 Install or download software (including screen savers and games) on any of the CORPORATION's workstations;

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- 4.5.5.4 Modify, revise, transform, recast, adapt, reverse engineer, disassemble, or decompile any software.
- 4.5.6 ONLINE AGREEMENTS. Without prior written authorization from the PRESIDENT, Employees may not accept or agree to be bound by any terms and conditions of use (other than standard terms and conditions of use for access to Web sites), license agreements, or other types of online agreements.
- 4.5.7 ONLINE GAMBLING. The use of the CORPORATION's Technology Resources to participate or engage, directly or indirectly, in any gambling activities, regardless of whether legal under state or federal law, is prohibited.
- 4.5.8 IMPROPER PURPOSES. Employees may not use or allow the Technology Resources to be used for any purpose that is either damaging to or competitive with the CORPORATION, detrimental to its interest, or that creates an actual, potential or apparent conflict of interest.
- 4.5.9 UNINTENDED RECIPIENTS. No employee may read, record, copy or listen to messages and information delivered to another employee's e-mail or voice mail without proper authorization from the PRESIDENT. If an employee receives an electronic communication and it is evident that the employee is not the intended recipient, the employee must immediately inform the sender of the fact and delete the message from his/her E-mail or voice mail.
- 4.5.10 USE OF COPYRIGHTED INFORMATION. It is the policy of CORPORATION to prohibit the copying or distribution of any copyrighted publications of third parties, except as permitted by legal principles of "fair use" or authorized pursuant to a contract or license which the CORPORATION has obtained. Copies of all such contracts and licenses should be retained by the IT Manager.
- 4.5.11 USE OF E-MAIL. Employees may not alter the "From" line or other attribution of origin information in e-mail or other online postings. Anonymous or pseudonymous electronic communications are forbidden. Employees should use their good judgment in forwarding e-mail to any other person or entity. When in doubt, request the sender's permission to forward the message. E-mail containing

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confidential/proprietary information or attorney-client communications may never be forwarded without the permission of the sender. All messages written by others should be forwarded "as-is" and with no changes, except to the extent that you clearly indicate where you have edited the original message (e.g., by using brackets [ ] or other characters to indicate changes to the text).

- 4.5.12 INTERNET ACCESS AND USE. The CORPORATION has software and systems in place that are capable of monitoring and recording all internet usage. For each employee, these security measures are capable of recording each website visited, each chat, newsgroup, or e-mail message, and each file transfer into and out of the CORPORATION's networks, and the CORPORATION reserves the right to conduct such monitoring and recording at any time. As described in subsection 4.3, employees have no reasonable expectation of privacy as to their internet usage. CORPORATION will review internet activity and analyze usage patterns, and may choose to publicize this data to assure that the Technology Resources are used in accordance with the provisions of this BOARD POLICY.
- 4.5.13 PASSWORDS. Employees are responsible for safeguarding their passwords for access to the Technology Resources. Employee passwords should not be printed, stored on-line, or given to others. Employees are responsible for all transactions made using their passwords. No employee may access the computer system using another employee's password or account. Use of passwords to gain access to the Technology Resources or to encode particular files or messages does not imply that employees have an expectation of privacy in the material they create or receive.
- 4.5.14 SECURITY. Employees may not alter or copy a file belonging to another employee without first obtaining permission from the owner of that file. The ability to read, alter, or copy a file belonging to another employee does not imply permission to read, alter, or copy that file. Employees may not use the computer system to "snoop" or pry into the affairs of others by unnecessarily reviewing their files and e-mail.

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- 4.5.15 COMPUTER SECURITY. Each employee is responsible for ensuring that his/her use of outside computers and networks will not compromise the security of the Technology Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the CORPORATION's network without authorization and to prevent the introduction and spread of viruses. Employees granted access to CORPORATION laptop computers for remote dial-in are responsible for insuring that unauthorized persons are prevented from using the laptop, accessing files stored on the laptop, or using the laptop to gain access to the CORPORATION's network. If an employee's laptop is lost or stolen, or if an employee believes that a password has been compromised, report the incident immediately to the IT Manager.
- 4.5.16 Viruses. Each employee is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into the Technology Resources and for timely reporting discovered viruses to the IT Manager. To that end, all material received on floppy disk or other magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to the CORPORATION MUST be scanned for viruses and other destructive programs before being placed onto the Technology Resources.
- 4.5.17 ENCRYPTION SOFTWARE. Employees may not install or use encryption software on any of the CORPORATION's computers without first obtaining written permission from the PRESIDENT or his/her designee. Employees may not use passwords or encryption keys that are unknown to their supervisors.
- 4.5.18 MISCELLANEOUS. Employees must comply with all software licenses, copyrights, and all other applicable state, federal, and international laws. Employees must observe and comply with all other policies and guidelines of the CORPORATION.
- 4.6 DISCLAIMER OF LIABILITY FOR INTERNET USE. THE CORPORATION IS NOT RESPONSIBLE FOR MATERIAL VIEWED OR DOWNLOADED BY EMPLOYEES FROM THE INTERNET. THE INTERNET IS A WORLDWIDE NETWORK OF COMPUTERS

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THAT CONTAINS MILLIONS OF PAGES OF INFORMATION. EMPLOYEES ARE CAUTIONED THAT MANY OF THESE PAGES INCLUDE OFFENSIVE, SEXUALLY EXPLICIT, AND INAPPROPRIATE MATERIAL. IN GENERAL, IT IS DIFFICULT TO AVOID AT LEAST SOME CONTACT WITH THIS MATERIAL WHILE USING THE INTERNET. EVEN INNOCUOUS SEARCH REQUESTS MAY LEAD TO SITES WITH HIGHLY OFFENSIVE CONTENT. IN ADDITION, HAVING AN E-MAIL ADDRESS ON THE INTERNET MAY LEAD TO THE RECEIPT OF UNSOLICITED E-MAIL CONTAINING OFFENSIVE CONTENT. EMPLOYEES ACCESSING THE INTERNET DO SO AT THEIR OWN RISK.