

Personal Use of Corporation Equipment/Resources – including, but not limited to: Internet, Email, Facsimile Telephone, Photocopiers, Lap Tops, LCD projectors, Camera, TV.

Softball Ontario claims property rights over all corporation equipment/resources and all data stored in the workplace computer system and no employee shall have an expectation of privacy with respect to his/her computer;

- The system is to be used for work-related items. The occasional use of personal email or internet activity will be tolerated as a privilege, provided such use causes no harm to Softball Ontario and remains reasonable. Any personal use must be outside regular working hours;
- No employee shall download any material that is subject to copyright;
- No employee shall send, retrieve, display or archive any pornographic or sexually explicit materials. This may result in immediate termination.
- No employee shall post any information on the Internet related to Softball Ontario without the express consent of the Executive Director or Chairman;
- The employer may conduct occasional monitoring of system activity.
- No one may download software or open an ".exe" file from an outside source without the system administrator's permission.
- No one may transmit company information without the permission of a designated company official.

Person Use of Corporation Resources – Computers

- No employee shall load personal software onto Softball Ontario computer(s) without obtaining approval from the Executive Director or Chairman;
- No employee shall use Softball Ontario computer(s) to produce personal materials for their own personal business or their own private use;
- No employee will make unauthorized copies of Softball Ontario provided software

I have received, read and understood this policy.

Signature

Print Name

Date