

**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 Association's computer system and no volunteer shall have an expectation of privacy with respect to the Association's computer;

- The system is to be used for Softball Ontario-related items.
- No volunteer shall download any material that is subject to copyright;
- No volunteer shall send, retrieve, display or archive any pornographic or sexually explicit materials. This may result in immediate termination.
- No one may download software or open an ".exe" file from an outside source without the Association's permission.
- No one may transmit company information without the permission of a designated company official.

**Person Use of Corporation Resources – Computers**

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

I have received, read and understood this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date