

CHALLENGE COMPUTER AND NETWORK USE POLICY

It is the responsibility of all staff to follow the Computer and Network Use Policy.

“Electronic Communications System” means e-mail, Challenge Network, public network (the “Internet) systems that are owned, leased, operated, maintained, or managed by Challenge.

“Network” means Company-provided computers, the Electronic Communications system, and all Messages. The Network is the property of Challenge.

“Messages” means all transmitted communication; files or other data created, uploaded, downloaded, sent, received, or stored information on the Electronic Communications System.

- Staff should use the network to access information that is for Challenge business purposes only.
- Staff cannot upload, download, copy or install ANY software or hardware without prior approval from the network administrator.
- Staff must observe all copyright laws.
- Staff must employ the use of an approved, pass-warded, screen saver.
- Staff may not send E-mail to all staff unless absolutely necessary.
- Staff shall not display or transmit messages or images that are offensive, threatening, disruptive or explicit, as well as communication that discriminates on the basis of national origin, gender, sexual orientation, political or religious beliefs, disability or anything that may be construed as harassment or any unlawful activity.
- Staff shall not use electronic communications for unauthorized charitable causes.
- Staff shall not use electronic communications in a fashion that promotes personal business interests.
- Staff cannot access personal E-mail through the Challenge Network via the Internet or E-mail system.
- Staff should be aware that all electronic communication is the property of Challenge and is not confidential. Internet activity may be reviewed periodically.
- The E-mail system and the Internet may NOT be used for any commercial purposes except in connection with Challenge business.
- Staff MUST NOT share their passwords with another staff member.
- Staff MUST logout of their computer if they leave the building or go out of ‘intercom-range’.
- Staff should be aware that they are responsible for all activity from their machine while logged on under their name.

Those who cannot accept the principles of this policy will be denied access to the system. If you choose to violate this policy, disciplinary action will be taken and your employment with Challenge can and may be terminated.

If you have any questions, regarding this policy, please direct them to the HR department.

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Please read this policy, date and sign return to Michael's mailbox.

I, _____ have read and understand the Challenge
Please Name in CAPITALS Network Policy and agree to the rules it contains.

Signed: _____ Date: _____