

Northwest Workforce Council

POLICY AND PROCEDURE DIRECTIVES

EFFECTIVE DATE: July 1, 2001

SUBJECT: Use of Electronic Communications Including Internet, E-mail and Voice Mail

REFERENCE #: WIA 01-08 (Revision 1)

The Northwest Workforce Council's technical resources, including any voice mail, e-mail systems, phone systems, or computer systems are provided for use in the course of the company's business, and use of those resources must be as authorized under this policy. Because their primary purpose is to facilitate communication regarding the company's business, these resources are not private, confidential services. The Council has the ability, and retains the right, to monitor or review these communications at any time, before or after they are removed from formal storage in the computer or telephone system. Messages transmitted or received on the company's telephones, computer equipment or other technical resources may be subject to review by others in accordance with this policy. Electronically stored communications or transmission, stored voice mail and/or E-mail may be retrieved and reviewed when necessary for business reasons or other interests of the Council. For these purposes, the Council may override any applicable password or codes in order to obtain access to, or review of, these communications.

The Council also retains ownership of, and the right to review, all bills, license agreements, instructions and other documentation related to the company's equipment and property (including computer software and electronically stored information).

Appropriate Use of Resources

Internet, E-mail and voice mail are simply forms of communication and are subject to the same rules and policies which apply to personal and written communications. Inappropriate communication is prohibited regardless of the means of communication; this includes messages or other communications which are offensive, discriminating, or intended or likely to frighten, intimidate or harass another person. Additionally, they may never be used for the promotion of personal political beliefs; personal outside for-profit business or other personal for profit outside interest; religious activity or unlawful activity. Confidential company information may not be revealed or disclosed via any form of communication, including written, electronic or voice communications. The use of individualized opening or closing messages or phrases is also prohibited.

1) Use of the Internet

The Internet is available for all employees to use as necessary in their work for the Council. On some occasions, employees may want to use the Council's computers and Internet connections for reasons that are personal or not directly related to their work. That is permissible provided that all employees using the Internet exercise discretion and responsibility, observing the following requirements:

- a) Employees may use the Internet for non work purposes only during non working times, including before and after work hours (not during lunch). Employees using the Internet are expected to access only appropriate sites: i.e., sites which are not sexual or pornographic, violent, or overtly political or religious in content, or otherwise inappropriate in a working environment. Employees using the Internet, particularly during working hours, should be aware of the presence of others and assure that the images which pass over the computer screen are appropriate to the office environment.
- b) Employees may not download software from the Internet. When there is a clear business reason for downloading Internet software, approval from the Operations Manager or Information Systems Coordinator must be obtained first.

2) E-mail and Phone Systems

- a) We recognize that employees may sometimes wish to make occasional use of E-mail and phone systems for personal communications. Employee use of the telephone, E-mail and voice mail is permitted if it is limited and does not interfere with the employee's work responsibilities or the business of the Workforce Development Council. However, employees should realize that the E-mail and voice mail systems are neither anonymous nor completely confidential. E-mail and voice mail messages on the computer and telephone systems are the property of the Council. Use of the phone system for personal long distance calls is strictly prohibited.

Violation of Policy

Violation of this policy, and/or misuse of the company's electronic and communication resources, is subject to discipline up to and including termination depending on the seriousness of the situation.

Employee Signature

Date