

Computer Policy For Universal

Purpose:

To establish guidelines for Universal Companies employees on the management of computing technologies, ensuring that use of these technologies by employees of Universal Companies to comply with user's job responsibilities. Employees and their respective Manager are jointly responsible to insure compliance with this policy. The policy applies to all employees when they are using computers or Internet connections supplied by Universal Companies whether or not during work hours, and whether or not on Universal Companies premises

A Supervisor must submit a completed Computer Usage Agreement (See sample A) to the Technology Department to acquire Internet, E-mail or Systems access and shall not use Universal Companies resources until access has been approved. The Technology Department Manager will also approve the Agreement.

E-mail and Internet:

Employees should restrict their use of the Internet and E-mail to work-related matters during work hours. Employees should use those tools primarily for Universal Companies business conserving bandwidth for company use. However *special approval* for personal use of these tools is permitted as long as it does not interfere with the employee's ability to perform assigned job responsibilities.

Privacy:

Users of UNIVERSAL COMPANIES computers, Internet connections, and e-mail have no right to expect privacy with respect to Universal Companies usage. **Universal Companies reserves the right, to audit user's computers at any time to ensure proper use of UNIVERSAL COMPANIES resources.**

Universal Companies provides computers and Internet connections to its employees to further its ability to conduct business. Universal Companies has the right, but not the duty, to monitor all communications and downloads that pass through its facilities, at its sole discretion. The companies security systems are capable of recording each Internet website visit, each chat, newsgroup or E-mail message, and each file transfer into and out of our internal networks, and the company reserves the right to do so at any time.

Improper Activities:

You may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information through the use of the Universal Companies facilities, including offensive jokes or cartoons. You may not access web sites, chat rooms, groups, or messages of an adult or pornographic or terrorist nature at any time (unless directly related to your job responsibilities). You may not use Universal Companies facilities for personal or commercial gain, advertisements, solicitations, business promotions or gambling.

You may not consume excessive use of bandwidth by accessing sites that provide streaming video, audio (Internet radio), interactive downloading of screen savers or other features that are not directly related to your job responsibilities.

No employee may use the companies Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap door program code.

Universal Companies Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.

Universal Companies reserves the right to terminate access to E-mail or Internet for inappropriate use and will block access to any www site deemed to be inappropriate in nature.

Use of any Universal Companies resources for illegal, prejudicial, or immoral activity is grounds for dismissal.

Passwords:

Employees will safeguard their accounts and passwords, as these are the mechanism with which access to Universal Companies network is achieved. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.

HR will notify TD upon employee termination, so accounts can be disabled and access can be removed.

Software:

Employees of the Universal Companies will not purchase or download any software from the Internet without permission from the Technology Department. The TD Department will remove any unauthorized software upon detection. The Computer Usage Agreement will authorize the types of software which TD will pre-load on company PC's. The TD will be responsible for virus scanning software, and applying the most current upgrades or patches to standard software.

Hardware:

The technical services department will provide firewalls, switches, and servers and provide maintenance and security on all network hardware, as well as communications protocols and wireless technology. **Hardware is not to be moved unless by Technology, reason to better keep track of inventory.**

Technology Department will authorize and recommend for purchase all computer hardware, including peripherals Universal Companies as PC's, printers' scanners and PDA's (personal digital assistants) that access the companies network.

Data:

All data is the property of Universal Companies, and should be stored on the companies' data server. Saving to the C: drive on an employees PC is not considered adequate backup. Sensitive employee, medical, or financial or private data should not be distributed without appropriate approval.

For Contractors Data being accessed should be observed by a Technician during their process or trouble shooting or diagnostic faze All data is to be protected at all times. These responsibilities fall on all the employees' staff hired by Universal Companies but it primarily and dutifully falls on the Tech Department.



UNIVERSAL COMPANIES

Computer Policy Computer Usage Agreement

I have read, understand and agree to comply with the Universal Companies Computer Policy:

Intended use:

I agree to abide by these policies as consideration for my continued employment by Universal Companies. I understand that my violation of the above policies may subject me to discipline, up to and including termination under the applicable collective bargaining agreement or Personnel Policy Manual.

_____ Department (printed)

_____ Employee (printed)

Employee (signature/date) _____

The following use is approved:

- E-Mail _____
- Internet _____
- Office Software _____
- WinZip _____
- Standard software iTunes CD burning, WinZip Anti-virus
- Other _____

Check off applications _____ Effective date _____

If this is a temporary employee please designate termination date: _____
_____ Department Director (printed)

Department Director (signature/date) _____

Access is: __ Approved __ Denied

_____ Technology Services Manager/Date