



IT Resources & Electronics Communication Policy

Objective

Anchor Human Resources Group (the “Company”) provides and maintains the following forms of electronic communication, messaging agents and electronic facilities, including, but not limited to: internal and external electronic mail (e-mail) system and accounts, telephone and voicemail systems (including wired, mobile, and smartphones), Internet and intranet access, any electronic equipment and computer hardware and software. As a condition of providing this technology, the Company enforces certain restrictions on its workplace use and restricts such use to company business purposes.

Scope

This policy must be followed in conjunction with other Company policies governing appropriate workplace conduct and behaviour. The Company complies with all applicable federal, state and local laws as they concern the employer/ employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Procedure

The internal communications systems, as well as the equipment and data stored, are and remain at all times the property of the Company. All messages and files created, sent, received or stored within the system should be related to company business and are and will remain the property of the company.

Company access

Company reserves the right to retrieve and review any message or file composed, sent or received. Although a message or file has been deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although e-mail and voicemail may use passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, all employee passwords are known to and accessible by the company even in the absence of an employee.

The company maintains integrated computer and data communications networks to facilitate all aspects of its business. You may never sign on to any network equipment using the password or username of another employee unless expressly authorized. No employee should

access, attempt to access, alter, or delete any network document except in furtherance of authorized Company business.

Downloading and Installing Software/Website Agreements

E-mail and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to their hard drive that is not expressly authorized or approved by the IT Department. In addition, employees may not accept the terms or conditions of website agreements without first obtaining approval from the IT Department.

Prohibited Use of E-Mail, Voicemail, Internet and Other Electronic Communications

E-mail, voicemail and other electronic communications transmitted on the Company equipment, systems or networks may not contain any content that would reasonably be considered offensive, harassing or disruptive to another individual. Offensive content would include sexual comments or images, racial slurs, or any comments that might be construed as offensive by a reasonable person on the basis of race, age, sex, sexual orientation, religious or political beliefs, national origin, or disability.

Regarding Internet and e-mail access and use, employees should be advised that the company expressly prohibits use of the Company's provided Internet and e-mail for the following activities:

- Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of the Company or its business counterparts, affiliates, subsidiaries, successors, or assigns in violation of company policy or proprietary agreements.
- Using offensive or harassing statements or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain or searching for jobs outside Company.
- Sending chain letters or e-mails.
- Gambling or engaging in any other activity in violation of local, state or federal law.
- Circulating jokes, comics or nonjob-related computer graphics.
- Interfering with the performance of your job or the jobs of other Company employees; or for any other purposes that violates the Company's policies or practices.

Consequences for Violations of Electronic Communications Policy

Disciplinary action for violation of this policy may include discipline, suspension, or termination of the offending employee.

