

## **Electronic Mail and Internet**

This document describes MAPP policy with regard to access and disclosure of electronic mail messages sent or received by MAPP personnel, the access and research function of the Internet, and the use of MAPP computer systems. All company rules, policies, and procedures concerning work-related activities and correspondence apply equally to the use of electronic mail and Internet access.

MAPP respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of Company-provided equipment or supplies. You should be aware that the following guidelines may affect your privacy in the workplace.

### **Management's Right to Access Information**

The electronic mail system has been installed by MAPP to facilitate business communications. Although employees may have an individual password to access this system, all data belongs to the Company, and the contents of electronic mail communication are accessible at all times by management for any business purpose.

Internet web access has been provided to certain individuals within the company for particular job-related needs. Audit reports generated that report each individual's activity while on the Internet. This audit trail is accessible to company management and may be reviewed to ensure compliance with Company policy regarding its use.

The Company's data systems may be subject to periodic unannounced inspections and should be treated like other shared filing systems. All system passwords must be available to Company management, and you may not install non-standard security or encryption programs without turning over appropriate passwords or encryption keys to your supervisor.

All electronic mail messages are Company record. The content of electronic mail, properly obtained for legitimate business purposes, may be disclosed within the Company without your permission. Therefore, you should not assume that messages are confidential.

### **Personal Use of Electronic Mail**

Because MAPP provides the electronic mail system to assist you in the performance of your job, you should use it for official Company business. Incidental and occasional personal use of electronic mail is permitted, but these messages will be treated the same as other messages. MAPP reserves the right to

access and disclose as necessary all messages sent over its electronic mail system, without regard to content.

Since your personal messages can be accessed by management without prior notice, you should not use electronic mail to transmit any messages you would not want read by a third party. Moreover, you should not use these systems for such purposes as soliciting or proselytizing for commercial ventures, personal causes, outside organizations, or other similar, non-job-related solicitations.

Any person misusing the electronic mail system may be subject to disciplinary action, up to and including termination.

### **Personal Use of Internet Access**

MAPP is providing Internet web access to select individuals for particular job-related needs. This access should be used for business research purposes only. Personal use of Internet access is not allowed. Company Management reserves the right to monitor use of Internet access to ensure that it complies with all stated policies and professional conduct standards.

Any person misusing Internet access will be subject to disciplinary action up to and including termination.

### **Forbidden Content of E-Mail Communication and Internet Web Access**

You may not use MAPP electronic mail system or Internet web access in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden content for E-mail transmission or Internet websites include sexually-explicit pictures, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other messages or data that could be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, disability, national origin, or religious or political beliefs.

Use of Company-provided electronic mail system or Internet access in violation of these guidelines may result in disciplinary action, up to and including termination.

***By using MAPP electronic mail system or Internet web access, you are agreeing to adhere to MAPP electronic mail and internal policy as set forth above.***