SAMPLE EMPLOYMENT POLICIES

NOTE: the following can be used as a separate set of a policies or incorporated into your employee handbook.

**Holiday / Vacation Policy**

The following sample company policy statements are for holiday leave. Generally, holidays are paid leave with no loss of credit for the employee’s length of service with the company. The policy below mentions Floating Holidays, which are a couple of days you designate each year just to give your employees a little more time off. If you don’t want to offer Floating Holidays, you should remove the reference. If you want your policy to differ in other ways from the policy set out below, you should change this policy to reflect those differences. If you make substantive changes to this policy, however, you should have your attorney look over the changes. A list of holidays typically provided by employers is also included.

**1. Annual Holidays**

[YOUR COMPANY NAME] observes the following holidays:

θ New Year's Dayθ Memorial Dayθ Independence Dayθ Labor Dayθ Thanksgiving Dayθ Friday after Thanksgivingθ Christmas Eveθ Christmas Dayθ Floating Holidayθ Personal Holiday

**2. Paid Holidays**

All full-time employees will receive holiday pay of eight straight time hours at their regular rate, provided the following conditions are satisfied:

1. Work a full shift on the employee's last scheduled work shift prior to the paid holiday.

2. Work a full shift on the employee's first scheduled work shift following the holiday.

3. Should the employee be unable to work either of these two days because of illness, proof of illness will be required in order to qualify for the paid holiday.

The shift differential for second and third shift employees will not be included in holiday pay.Holiday pay will not be paid if:

1. The employee has been on the payroll for less than [NUMBER] days.2. The employee is on lay-off status.3. The employee is a temporary or seasonal employee.4. The employee is on leave of absence when the holiday occurs.5. The employee is requested to work during a paid holiday and the employee refuse to do so.

Employees who are requested to work during a paid holiday will receive holiday pay plus regular pay.

**3. Paid Holidays During Vacations and Weekends**

If a holiday occurs during the employee's vacation, the employee's vacation will be extended by the number of holidays falling during the vacation period or an equal number of vacation days will be carried forward for future use.If any scheduled paid holiday falls on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

**4. Overtime**

Holidays are not considered a day worked for purposes of calculating overtime unless work is actually performed.[The Floating Holiday clause below may be removed if it does not apply to your circumstances.]

**5. Floating Holidays**

In addition to the named holidays for which eligible employees will receive paid time off, [YOUR COMPANY NAME] will schedule two floating holidays each year. Floating holidays will be scheduled so as to provide eligible employees with extended weekends by combining them with named holidays.At the beginning of each calendar year, the employee will receive a complete schedule of paid holidays, including paid floating holidays.[The Personal Holidays clause below may be removed if it does not apply to your circumstances.]

**6. Personal Holidays**

In addition to scheduled paid holidays, eligible employees are given two floating holidays annually to be used as personal time off. Before scheduling a personal holiday, the employee must obtain approval. Requests for personal holidays must be made in writing not less than [NUMBER] days in advance of the requested date.

**7. Religious Holidays**

[YOUR COMPANY NAME] recognizes that there may be religious holidays (other than those already designated at holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay or personal time off. Requests for time off to observe religious holidays must be approved.

**8. Vacation Time**

At the end of the employee's first year as a full-time employee of [YOUR COMPANY NAME], an employee is entitled to [number] days of paid vacation. The employee's vacation days increase to [number] days after five years of continuous employment with [YOUR COMPANY NAME], [number] days after [NUMBER] years of continuous employment with [YOUR COMPANY NAME], and [number] days after [NUMBER] years of continuous employment with [YOUR COMPANY NAME].Vacation time may be taken in increments of one full day but in all cases must be prescheduled and pre-approved. One day of vacation for every five days that an employee is entitled to may be carried over to the following year, but must be used before [date].[YOUR COMPANY NAME] does not provide paid vacation time for part-time employees.

**9. Vacation Pay**

Vacation pay is the employee's regular rate of pay, excluding overtime or holiday premiums. If the employee's regular rate of pay varies from week to week, the employee's vacation pay will equal the employee's average weekly hours or scheduled hours in the previous calendar quarter not to exceed [NUMBER] hours.Pay will not be granted in lieu of vacation time not taken.

**10. Scheduling Vacations**

[YOUR COMPANY NAME] will attempt to grant all employees vacation at the time they desire to take it. However, [YOUR COMPANY NAME] must maintain adequate staffing at all times. Therefore, vacations must be scheduled in advance and with prior written approval.Where conflicts develop, they will be resolved as fairly as possible. Preference will be given to the more senior employee, the employee who can demonstrate the greater need for vacation at the conflicting time or the employee who makes the earliest request.[The Plantwide Shutdown clause below may be removed if it does not apply to your circumstances.]

**11. Plantwide Shutdown**

**12. Holiday or Illness During Vacation**

When a holiday occurs during the employee's vacation time, the employee will still receive pay for the holiday in addition to the employee's vacation pay or the employee may select another day off.If the employee is hospitalized while on vacation, the time from the date of the employee's hospitalization until the employee's doctor releases the employee may, at the employee's option, be charged against the employee's short term disability benefits, rather than the employee's vacation time. If this happens, the employee must notify [YOUR COMPANY NAME]. If the employee becomes ill while on vacation, but the employee is not hospitalized, the employee's absence is charged against vacation time.

**13. Termination and Vacation Pay**

When employment ends for any reason, vacation time earned but not taken by the employee will be included in the employee's final paycheck. At the same time, vacation time taken in advance will be deducted from the final paycheck.

**14. Vacation Accrual Methods**

The following is a sample vacation accrual chart. You can modify your vacation accruals to reflect additional credit for any factor you feel deserve additional vacation as long as you are nondiscriminatory. If you make substantive changes to this policy, you should have your attorney look over the changes.Employees who have completed one year of service and who work a [NUMBER]-day, [NUMBER]-hour week, are entitled to vacation as follows:

**Service Vacation**6 months [NUMBER] week

1 year [NUMBER] weeks2 years [NUMBER] weeks, [NUMBER] days3 years [NUMBER] weeks, [NUMBER] days4 years [NUMBER] weeks, [NUMBER] days5 years [NUMBER] weeks, [NUMBER] days6-10 years [NUMBER] weeks11 years [NUMBER] weeks, [NUMBER] days12 years [NUMBER] weeks, [NUMBER] days13 years [NUMBER] weeks, [NUMBER] days14 years [NUMBER] weeks, [NUMBER] days15-24 years [NUMBER] weeks25 or more years [NUMBER] weeks

Vacation must be taken during the calendar year at times convenient to you and your supervisor.[OR USE THE WAY TO CALCULATE ACCRUAL]

1-5 years of service: an employee earns [NUMBER] day per month up to a maximum of [NUMBER] day per year.

6-15 years of service: an employee earns [NUMBER] days per month up to a maximum of [NUMBER] days per year.

16-25 years of service: an employee earns [NUMBER] days per month up to a maximum of [NUMBER] days per year.

26 or more years of service: an employee earns [NUMBER] days per month up to a maximum of [NUMBER] days per year.

**15. Vacation Accrual for New Employees**

Vacation accrual based on years of service do not address new employees who are hired after the beginning of the year. Vacation to new employees during the year of hire is as schedule of vacation days based on month of hire.The schedule could be set up as follows:

**Month of Employment Vacation Days**

January [NUMBER] daysFebruary [NUMBER] days March [NUMBER] daysApril [NUMBER] daysMay [NUMBER] daysJune [NUMBER] daysJuly [NUMBER] daysAugust [NUMBER] daySeptember-December [NUMBER] days

**16. Part-Time Accrual**

Part-time employees may be eligible for vacation accrual on a pro-rata basis based upon their regular workweek.Thus, under the accrual schedule above, a regular part-time employee (in the first through fifth year of service) who regularly works [NUMBER] hours per week could earn one vacation day per month up to a maximum of [NUMBER] days. One day of vacation would equal four hours ([NUMBER] hours per week divided by five days in the week) and the maximum vacation time that could be earned would be [NUMBER] hours ([NUMBER] days multiplied by four hours).

**SICK LEAVE POLICY**

**1. Pay for Illness**

Employees will become eligible to participate in the paid time for illness program as follows:

θ If employed prior to [DATE], employees will be allowed up to [NUMBER] days in the following year

θ If employed between [DATE] and [DATE], employees will be allowed up to [NUMBER] days in the following year, and up to [NUMBER] days in the succeeding years.

In addition to illness, sick leave may also be granted for medical, dental, or optical examinations or when a member of your household requires your personal care and attention due to illness.

**2. Pay and benefits during sick leave**

Illness pay will be based on a regular eight-hour day at straight time and at the employee’s base rate. Illness absence of less than [NUMBER] hours in a day will not be considered for payment. Saturdays, Sundays, daily overtime hours, paid holidays, and paid vacation time are excluded as time for which payment will be made under this program.Weekly insurance benefits will continue to be paid commencing with the first day of certified disability due to accidents and the fourth day due to illness. Thus, in accident and illness cases, the insurance benefit will be paid rather than the paid illness allowance, and any unused illness allowance will be available for use later in the year as needed.

**3. Certification of illness**

Certification of illness by a physician will not normally be required to qualify for payment under this program.

**4. Effect on performance**

While the company pays you for authorized sick days, we expect you to be honest with us in taking days off only when you are actually ill. Any abuse of this benefit will be taken into account in evaluations of your performance. The company reserves the right to require a statement from your doctor.

**5. At termination**

When termination of employment occurs, no payment for sick leave will be made.

**6. Accrual of Sick Leave**

Starting with the first day of employment, sick leave will accumulate at the rate of [NUMBER] day per month. Sick leave may accumulate to a maximum of [NUMBER] days.An employee may receive compensation for his/her sick leave that has accumulated in excess of [NUMBER] days at the rate of [NUMBER] day’s pay for each two [NUMBER] of sick leave accumulated in excess of [NUMBER] days. Payment for unused sick leave will be made during the month of [MONTH] each year, or at other times as designated by [person who approves sick leave].One day of sick leave for those employees who normally work a [NUMBER]-hour week shall be [NUMBER] hours. A day of sick leave for employees working [NUMBER] or more hours per week shall be [NUMBER] hours.Permanent part-time employees are entitled to sick leave as earned on a pro rata basis. No sick leave shall accumulate to seasonal or temporary employees. All sick leave payments are to be approved by [person who approves sick leave]. Thus, any employee who is ill is responsible for reporting his or her absence to the appropriate person within one hour after his or her designated time for reporting to work.

**DRUG AND ALCOHOL POLICY**

**TERMS**

Drug and alcohol abuse contributes to billions of dollars of lost productivity and thousands of work place injuries every year. Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. This company takes drug and alcohol abuse as a serious matter and will not tolerate it. The company absolutely prohibits the use of alcohol or non-prescribed drugs at the work place or while on company premises. It also discourages non-work place drug and alcohol abuse. The use, sale or possession of alcohol or drugs while on the job or on company property will result in disciplinary action, up to and including termination, and may have legal consequences. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment. [YOUR COMPANY NAME] reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, involvement in an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination.

The company also cautions against use of prescribed or over-the-counter medication which can affect your work place performance. You may be suspended or discharged if the company concludes that you cannot perform your job properly or safely because of using over-the-counter or prescribed medication. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication which may affect your performance.

Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within [NUMBER] days after the conviction. [YOUR COMPANY NAME] will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug or alcohol dependency. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. You may also be required to agree to random testing and a “one-strike” rule.

If you have a drug or alcohol problem, please ask for our help!

**[CONTINUED ON NEXT PAGE]**

**EMPLOYEE AGREEMENT ON DRUG AND ALCOHOL POLICY**I have read, understand, and agree to comply with the foregoing policies, rules, and conditions. I am aware that violations of this guideline may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that I have responsibility to maintain a positive representation of the company and govern myself accordingly. Furthermore, I understand that this policy can be amended at any time.Dated:

EMPLOYEE COMPANY

Authorized Signature Authorized Signature

Print Name and Title Print Name and Title

**EMAIL POLICY**

This document sets forth the policy of [Company name] (the “Company”) with respect to email. All employees who use the Company’s email system are required to comply with this policy statement.

**1. Business Use**

The email system is to be used solely for business purposes of the Company and not for personal purposes of the employees.

**2. Ownership**

All information and messages that are created, sent, received or stored on the Company’s email system is the sole property of the Company.

**3. Email Review**

All email is subject to the right of the Company to monitor, access, read, disclose and use such email without prior notice to the originators and recipients of such email. Email may be monitored and read by authorized personnel for the Company for any violations of law, breaches of Company policies, communications harmful to the Company, or for any other reason.

**4. Prohibited Content**

Emails may not contain statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.

**5. Security**

The email system is only to be used by authorized persons, and an employee must have been issued and email password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone else’s code or password without express written authorization from the Company.

**6. No Presumption of Privacy**

Email communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.

**7. Certain Prohibited Activities**

Employees may not, without the Company’s express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through email.

**8. Message Retention and Creation**

Employees should be careful in creating email. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, the Company may be required to produce email in litigation.

**9. Viruses**

Any files downloaded from email received from non-Company sources must be scanned with the Company’s virus detection software. Any viruses, tampering or system problems should be immediately reported to (computer systems administrator)

**10. Consequences of Violations**

Violations of this policy or other company policies may result in discipline, suspension and even termination of employment.

**TECHNOLOGY RESOURCES USE POLICYPolicy restricting personal use of employer’s computers and systems**

**1. PURPOSE**

**a)** To remain competitive, better serve our customers and provide our employees with the best tools to do their jobs, [YOUR COMPANY NAME] (“the Company”) makes available to our workforce access to one or more forms of electronic media and services, including but not limited to: computers, software, printers, copiers, files, databases, cellular phone, pager, email, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

**b)** [YOUR COMPANY NAME] encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

**c)** To ensure that all employees are responsible, the following guidelines have been established for using email and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express [YOUR COMPANY NAME] philosophy and set forth general principles when using electronic media and services.

**2. Authorization**

Access to the [YOUR COMPANY NAME] technology resources is within the sole discretion of the Company. Generally, employees are given access to the Company's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the Company's technology resources will be given access to the necessary technology. Additionally, employees must successfully complete company-approved training before being given access to the [YOUR COMPANY NAME] technology resources.

**3. PROHIBITED COMMUNICATIONS**

Electronic media cannot be used for knowingly copying, transmitting, retrieving, or storing any communication that is:

θ Discriminatory or harassing;θ Derogatory to any individual or group;θ Obscene, sexually explicit, pornographic, defamatory or threatening;θ In violation of any license governing the use of software;

θ Engaged in for any purpose that is illegal or contrary to [YOUR COMPANY NAME] policy or in a manner contrary to the best interests of the Company, in any way that discloses confidential or proprietary information of the Company or third parties, or for personal or pecuniary gain; orθ Protected by copyrights laws unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

**4. PROFESSIONAL CONSIDERATIONS**

It is important to maintain a proper spirit and tone to your communications over the system. The following guidelines are suggested:

θ Make your communications positive, constructive, complete, factual.θ Don’t write when angry and edit before sending.θ Be careful with humor – they can’t see you wink.θ Always avoid sarcastic humor.θ Never use all caps – that is perceived as “SHOUTING!”θ Avoid belaboring disagreements in email – there is a time for face-to-face meetings.θ Always guide your recipient in responding by stating what you need and by when.θ Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.

**5. PERSONAL USE**

The computers, electronic media and services provided by [YOUR COMPANY NAME]are primarily for business use to assist employees in the performance of their jobs. As long as personal use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with the Company's business, and does not violate any Company policy, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

The Company assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the Company's technology resources. The Company accepts no responsibility or liability for the loss or non‑delivery of any personal electronic mail or voicemail communications or any personal data stored on any Company property. The Company strongly discourages employees from storing any personal data on any of the Company's technology resources.

**6. ACCESS TO EMPLOYEE COMMUNICATIONS**

**a)** Generally, electronic information created and/or communicated by an employee using email, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the company. However, the following conditions should be noted:

[YOUR COMPANY NAME] does routinely gather logs for most electronic activities or monitor employee communications directly, be it:

i) **Telephone Use and Voicemail:** Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.

**ii) Electronic Mail:** Electronic mail is backed‑up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.

**iii) Desktop Facsimile Use:** Copies of all facsimile transmissions sent and received are maintained in the facsimile server.

**iv) Document Use:** Each document stored on Company computers has a history, which shows which users have accessed the document for any purpose.

**v) Internet Use:** Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

[YOUR COMPANY NAME] reserves the right, at its discretion and without notice, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies, or to investigate misconduct, to locate information, or for any other business purpose.

**b)** Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the Company's technology resources, including personal information or messages. Accordingly, if they have sensitive information to transmit, they should use other means.

All messages sent and received, including personal messages, and all data and information stored on the Company's electronic‑mail system, voicemail system, or computer systems are Company property regardless of the content. As such, the Company reserves the right to access all of its technology resources including its computers, voicemail, and electronic‑mail systems, at any time, in its sole discretion.

Passwords do not confer any right of privacy upon any employee of the Company. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

Deleting or erasing information, documents, or messages maintained on the Company's technology resources is, in most cases, ineffective. All employees should understand that any information kept on the Company's technology resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because the Company periodically backs‑up all files and messages, and because of the way in which computers re‑use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

**7. The Internet And On‑Line Services**

The Company provides authorized employees access to on‑line services such as the Internet. The Company expects that employees will use these services in a responsible way and for business‑related purposes only. Under no circumstances are employees permitted to use the Company's Technology Resources to access, download, or contribute to the following:

θ gross, indecent, or sexually‑oriented materials;θ sports sites;θ job‑search sites;θ entertainment sites;θ gambling sites;θ games, humor;θ illegal drug‑oriented sites;θ personal pages of individuals; andθ politically‑oriented sites or sites devoted to influencing the course of legislation or public policy.

Additionally, employees must not sign "guest books" at Websites or post messages to Internet news groups or discussion groups at Websites. These actions will generate junk electronic mail and may expose the Company to liability or unwanted attention because of comments that employees may make. The Company strongly encourages employees who wish to access the Internet for non‑work‑related activities to get their own personal Internet access accounts.

**8. PARTICIPATION IN ONLINE FORUMS**

**a)** Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network – for example, Internet mailing lists, bulletin boards, and online services – are statements identifiable and attributable to [YOUR COMPANY NAME].

**b)** [YOUR COMPANY NAME] recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

**9. SOFTWARE**

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through [YOUR COMPANY NAME] may be downloaded. No employee may load any software on the Company's computers, by any means of transmission, unless authorized in advance by [YOUR COMPANY NAME]’s system administrator.

**10. SECURITY/APPROPRIATE USE**

**a)** Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:

θ Monitoring or intercepting the files or electronic communications of other employees or third parties;θ Hacking or obtaining access to systems or accounts they are not authorized to use;

θ Using other people's log-ins or passwords; and

θ Breaching, testing, or monitoring computer or network security measures.

**b)** No email or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

**c)** Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

**d)** Anyone obtaining electronic assess to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

**e)** The Company has installed a variety of programs and devices to ensure the safety and security of the Company's technology resources. Any employee found tampering or disabling any of the Company's security devices will be subject to discipline up to and including termination.

**11. ENCRYPTION**

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a company computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

**12. Confidential Information**

The Company is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both the Company and third parties ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the Company's technology resources.Confidential Information should not be accessed through the Company's technology resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be marked with the following confidentiality legend:

"This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise [employee's name] immediately at [employee's telephone number] or return it promptly by mail."

**13. VIOLATIONS**

Any employee who abuses the privilege of their access to email or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

**14. Procedures**

Procedures for accessing the Voicemail, Email and Internet system, as well as the guidelines for how to properly send and retain information, may be obtained by contacting [Name of the systems administrator].The Voicemail/Email/Internet policies and procedures should be reviewed by each employee on a semi-annual basis.

Questions concerning the use of the Voicemail/Email/Internet system should be directed to the systems administrator. Questions concerning the improper use of the system should be directed to the employee’s immediate supervisor, and if not satisfied with the response, to the systems administrator.

**EMPLOYEE AGREEMENT ON USE OF EMAIL AND THE INTERNET**

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Company's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the email and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the email and Internet may reflect on the image of [YOUR COMPANY NAME] to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy can be amended at any time.Dated: EMPLOYEE COMPANY

Authorized Signature Authorized Signature

Print Name and Title Print Name and Title