

Computer, Internet, and Email Use Policy	Policy Number: PA-107
Last Reviewed: 2019/09/01	Next Review: 2020/09/01

Purpose: This policy sets out guidelines for computer, email and internet use by employees of Pinnguaq Association. The primary purpose and use for technology resources provided by Pinnguaq Association to its employees is to assist them in understanding and carrying out the duties of their employment.

Policy:

1. Computers, computer files, the email system, and software furnished to employees are the property of The Pinnguaq Association and are intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.
2. All data, documents, and messages created, accessed, transmitted, or received via the The Pinnguaq Association computer system is the property of The Pinnguaq Association. The Pinnguaq Association reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate.
3. The Pinnguaq Association prohibits the use of computers and the e-mail system for any personal or non-business use.
4. The Pinnguaq Association computer system may not be used to solicit others for commercial ventures, religious, or political causes, outside organizations, or to harass any employee or client.
5. Using Company automation systems to access, create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual or auditory entity.
6. If an employee violates any of these policies, they are subject to disciplinary action, up to and including dismissal.