

Acceptable Use Policy

Organizations of all sizes rely on their employees to be good stewards of time, information and resources. The internet has not only become an essential tool to conduct business and communicate with clients, employees, and partners; it has also become one the biggest sources of lost productivity, data loss, compliance issues and data theft.

Network-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, email, web browsing, phone systems and data sharing, are the property of THE VILLAGE. These systems are to be used for business purposes in serving the interests of the firm, our clients and customers in the course of normal operations.

Effective security requires the participation and support of every VILLAGE employee who deals with information and related systems. It is the responsibility of all computer users to know these guidelines, and to conduct their activities accordingly.

Policies

THE VILLAGE provides all employees with electronic access, consisting of an email system, a network connection, and Internet/Intranet access. This policy governs all use of the VILLAGE's network, Internet access, and emails systems at all VILLAGE locations and offices. This policy includes, but is not limited to, electronic mail, chat rooms, the Internet, news groups, electronic bulletin boards, phone systems, the VILLAGE's network and all other VILLAGE electronic messaging systems.

This policy applies to attorneys, employees, contractors, consultants, and temporary employees or associates working at the VILLAGE. This policy applies to all equipment that is owned or leased by the VILLAGE; as well as personal devices that are on the VILLAGE's network. The VILLAGE reserves the right to change this policy at any time as the VILLAGE deems necessary or appropriate.

Ownership

All information created, sent, or received via the VILLAGE's email system, network, Internet, or Intranet, is the property of the VILLAGE. Employees should have no expectation of privacy regarding this information. The VILLAGE reserves the right to access, read, review, monitor, and copy all messages and files on its computer system at any time and without notice. When deemed necessary, the VILLAGE reserves the right to disclose text or images to law enforcement agencies or other third parties without the employee's knowledge or consent.

Security and Proprietary Information

The information contained on the VILLAGE network systems relating to our clients, our business, our billing and employees is confidential. Employees must take all necessary steps to prevent unauthorized access to such information. To ensure this, users are to log on to the network only with their credentials (user ID and password).

Keep passwords secure and do not share passwords and accounts. Authorized users are responsible for the security of their passwords and accounts. Users are responsible for all activities that occur on any work station to which they are logged in.

All PCs, laptops and workstations should be secured with a password protected screen saver (set to automatically activate at 55 minutes or less) or by logging-off when the machine will be unattended to ensure client confidentiality.

Because information contained on portable computers is especially vulnerable, special care should be exercised in their daily use and transport.

Postings by employees from a VILLAGE email address to social media or newsgroups should be for business purposes only.

- VILLAGE owned technology resources may be used for personal purposes on a limited basis, providing the following requirements are met: No marginal costs to the VILLAGE
- No interference with work responsibilities
- No disruption to the workplace

Email

The VILLAGE's email system is designed to improve service to our customers, residents, enhance internal communications, and reduce paperwork.

All messages composed and/or sent using the VILLAGE provided email system must comply with this property of the VILLAGE. Employees may use this address only while employed by the firm. The right to use the VILLAGE address terminates upon separation from the VILLAGE.

The VILLAGE prohibits discrimination based on age, race, color, veteran status, ancestry, ability, sexual orientation, gender, marital status, religion, national origin, height or weight or any other legally protected characteristic. Use of the VILLAGE email system in any manner which discriminates to, or harasses any individual or group based on his/her membership in one of those protected classes is prohibited.

Email messages must contain professional and appropriate language at all times. Employees are prohibited from sending or receiving messages or accessing websites that promote sexual content, gambling, online dating or any illegal activity.

Upon termination or separation from the firm, the VILLAGE will deny all access to the email system, including the ability to download, forward, print or retrieve any message stored in the system, regardless of sender or recipient.

Only authorized personnel are permitted to access another person's email without consent.

Use extreme caution to ensure that the correct email address is used for the intended recipient(s).

Personal email accounts are not permitted unless expressly authorized. Employees are also prohibited from using personal email accounts and Web – based email such as Yahoo Mail, Google Gmail and others, to transmit business information or documents of any kind. All business email should be sent and received via company-provided email.

The VILLAGE reserves the right to alter, modify, re-route or block the delivery of email messages as appropriate. This includes but is not limited to:

- Rejecting, quarantining or removing the file attachments and/or malicious code scripts from any email messages that may pose a threat to VILLAGE resources.
- Discarding attachments, such as music, video or software program executables considered to be of little business value and of significant resource cost.
- Rejecting or quarantining of email messages with suspicious content or attachments.

- Re-routing of email messages with suspicious content to designated VILLAGE employees for manual review.
- Rejecting or quarantining of email messages determined to be unsolicited commercial email (spam).
- Rejecting transmission of unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam), or to groups of individuals (newsgroup spam).
- Appending legal disclaimers to email messages.

Anti-Virus

VILLAGE employs server & workstation based anti-virus software. Files are not to be downloaded from the Internet without prior authorization from the VILLAGE. Any files authorized for download from the Internet must be scanned with virus detection software before being opened. Employees are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.

Social Media

Employees should exercise sound judgment when distributing messages or posting content on third party sites like LinkedIn, Twitter, Facebook, MySpace, Flickr, and more. Client-related messages should never be disclosed. Personal content that is not appropriate for colleagues, employers, customers or partners to view should not be made public to them.

The VILLAGE encourages employees to take advantage of privacy settings within Facebook and other sites to ensure that personal comments, images and information remain out of view of business-related contacts whenever appropriate to do so. Employees must also abide by copyright laws, ethics rules, and other applicable laws.

Permitted Use and Term

Use of the Network and the Internet is a privilege, not a right. Use of Network and Internet access extends throughout an employee's term of employment, provided the employee does not violate the VILLAGE's policies regarding network, Internet or intranet use.

The VILLAGE provided services such as electronic storage, telephone and email systems may not be used for the promotion or the operation of a personal business or for any undertaking for personal gain.

Availability and Access

The VILLAGE reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns.

Content and Communications

The VILLAGE, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited.

Privacy

Information systems are firm property. All messages and their attachments stored in firm provided email system or composed, sent or received by any employee are the property of VILLAGE. Furthermore, all messages composed, sent or received by any person using firm provided equipment are the property of the VILLAGE. An employee should have no expectation of privacy regarding them.

Prohibited Activities

Employees are prohibited from using the Company's email system, network, or Internet/Intranet access for the following activities:

- Downloading software without the prior approval from the VILLAGE.
- Printing or distributing copyrighted materials.
- Making offers of products, items, or services for sale or lease outside the scope of your work duties.
- Using software that is not licensed by the manufacturer or approved by the VILLAGE.
- Sending, printing, or otherwise disseminating the VILLAGE's proprietary data or any client or confidential information to unauthorized persons.
- Operating a business, soliciting money for personal gain or otherwise engaging in commercial activity outside the scope of employment.
- Searching for outside employment.
- Sending or forwarding messages containing defamatory, obscene, offensive, or harassing statements.
- Sending ethnic, sexual-preference or gender-related slurs and/or jokes via email. "Jokes", which often contain objectionable material, are easily misconstrued when communicated electronically.
- Sending or soliciting sexually oriented messages or images.
- Gambling or engaging in any other activity in violation of local, state, international or federal law.
- Using personal email accounts and social networking sites during company time, for non-business purposes.
- Engaging in unethical activities or content.
- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Circumventing user authentication or security of any host, network or account.
- Actively engaging in procuring or transmitting material that is in violation of sexual harassment or workplace policy or laws.
- Participating in activities, including the preparation or dissemination of content, which could damage the VILLAGE's image, reputation and/or financial stability.
- Permitting or granting use of an email or system account to another employee or persons outside the VILLAGE. Permitting another person to use an account or password to access the Network or the Internet, including, but not limited to, someone whose access has been denied or terminated, is a violation of this policy.
- Using another employee's password or impersonating another person while communicating or accessing the Network or Internet. This includes family and other household members when work is being done at home on firm owned equipment or using a home computer to access the VILLAGE's network.
- Introducing a virus, harmful component, corrupted data or the malicious tampering.

Technology Equipment

The following policies are designed to reduce repair costs, maintain the integrity of our system and protect the VILLAGE's assets. Employees should adhere to the following:

- Do not keep liquids or magnets on or near the computer.
- Do not remove any computer from the building without explicit permission.

Should VILLAGE-related presentations, documents and email need to be accessed on iPhones, BlackBerries, smartphones, Netbooks, tablets, and other devices, your device, regardless of ownership, will have a lock code. This will help minimize exposure to viruses and prevent data loss if such devices are lost or stolen.

Compliance

Though each individual is responsible for his/her own actions, employees who violate this policy and/or use the VILLAGE's email system, network, Internet, or resources for improper purposes will be subject to disciplinary action, up to and including termination.

Software Usage

Software piracy is both a crime and a violation of state or federal laws. Employees are to use software strictly in accordance with its license agreement. Unless otherwise provided in the license, the duplication of copyrighted software is a violation of copyright law. In addition to being in violation of the law, unauthorized duplication of software is contrary to the VILLAGE's standards of employee conduct.

Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of the Acceptable Use. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and follow the VILLAGE's policies, rules, regulations and procedures. I acknowledge that the VILLAGE reserves the right to modify or amend its policies at any time, without prior notice.

These policies do not create any promises or contractual obligations between the VILLAGÉ and its employees. My signature below certifies my knowledge, acceptance and adherence to the policies, rules, regulations and procedures regarding Acceptable Use.

Signature: _____ Date: _____

Acknowledged by: _____ Date: _____