

II. GENERAL USE OF INFORMATION SYSTEMS

A. Information Access, Content, and Use

The Company makes every effort to provide its employees with the best technology available to conduct the Company's official business. In this regard, the Company has installed, at substantial expense, equipment such as computers and advanced technological systems such as electronic mail (E-mail) for use to conduct its official business. This document was created to advise all users regarding the access to and the disclosure of information created, transmitted, received and stored via the use of the Internet, Company E-mail, and other Computer systems (collectively referred to as the "Company's information systems").

This document addresses general Company-wide information systems policies and guidelines, specific issues related to appropriate content, and employee use of information systems, Internet and E-mail. All departments and employees are required to follow these general policies and guidelines. All Company employees with access to Company's information systems, E-mail and/or the Internet are required to read, understand and abide by the Company's policies.

Company's computer systems, networks, E-mail and Internet connections are owned by Company and are to be used for business purposes only in serving the interests of Company's customers and in the course of normal business operations.

The use of Company facilities, property, equipment, or communication systems is limited to Acceptable Use as defined in these policies and guidelines. No Company equipment or communications systems, including all hardware and software, may be removed from Company property without the express prior consent of the Company.

Personal equipment, including all computer hardware and software, may not be brought onto Company premises or be used for Company business without the express consent of the Company. Furthermore, employees are not to use their personal accounts during work hours or use Company equipment to reach personal sites unless it is for legitimate business purposes, as determined solely by Company.

The Company encourages the use of information systems for business when such business can be accomplished consistent with the following policies and guidelines identified in this document. When using information systems, Company employees will conduct official Company business consistent with the Company's mission. Official Company business shall comply with all federal and state statutory requirements as well as standards for integrity, accountability, and legal sufficiency. Thus, official Company business conducted via the Internet should meet or exceed the standards of performance for traditional methods (such as meetings, use of telephone, etc.).