308 - Electronic Communications Policy

OMI's electronic communication systems including, but not limited to, computers, internet systems, telephone, voice mail and e-mail systems are provided to employees by OMI and are intended primarily for business use. Access is intended for approved purposes. Users have no legitimate expectation of privacy in regard to system usage.

OMI may access its electronic communications systems and obtain the communications within the systems, without notice to users of the system, in the ordinary course of business when OMI deems it appropriate to do so. OMI also has the right to and may inspect or monitor without advance notice any devices employees use to access OMI's electronic communications systems, including but not limited to computers, laptops, iPad, tablet computers, or mobile devices.

The reasons for which OMI may obtain such access include, but are not limited to: maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, protecting proprietary information, and insuring that OMI's operations continue appropriately during an employee's absence. OMI may store electronic communications on magnetic media for a period of time after the communication is created. Deleting an e-mail or voicemail message does not guarantee that it has been erased from the system; backup copies are retained.

Acceptable use of electronic communications benefits OMI's operations, and is not detrimental to each user's job duties and responsibilities. Solicitations that are prohibited under our solicitation policy are not permitted on our electronic communication systems. The system may also not be used at any time to solicit others for commercial purposes, for political or religious causes, or for any other non-job related solicitations. All copyright laws apply to all electronic communications sent via OMI systems.

OMI's policy prohibiting all types of harassment applies to the use of OMI's electronic communications systems, including Internet access. No one may use electronic communications in a manner that may be construed by others as harassment based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by applicable federal, state or local laws.

Employees are prohibited from using OMI's electronic communication systems to display, communicate, or access sexually explicit images or messages. Obscene, profane, or offensive materials may not be transmitted over any OMI's communication system. Such communications should be reported immediately to the Human Resources department or appropriate supervisor. Electronic communication systems should not be used in a way that would be disruptive or offensive to others or harmful to morale.

No employee is authorized to retrieve or read any electronic communication not sent to them without prior approval or express permission. Employees improperly accessing, using or monitoring electronic communications can be subject to discipline, up to and including termination.

Employees may not install or remove software on OMI's computer systems without prior management approval. Personal computers and other electronic devices (cell phones, iPads, etc.) may not be connected directly to OMI's computer systems without prior management approval.

All employees, upon request, must inform management of any private access codes or passwords on OMI devices or to OMI-provided programs.

Violators of this Electronics Communications Policy may be subject to discipline, up to and including termination.