



Policy Title: Computer, Internet, and Email Use	Effective Date	6/15/2022
	Revision Date	
	Approval	

I. **Purpose:**

PAI recognizes the use of internet and e-mail is necessary in the workplace, and employees are encouraged to use the internet and e-mail systems responsibly, as unacceptable use can place PAI and others at risk. This policy outlines the guidelines for acceptable use of PAI's technology systems.

II. **Revision History:**

Date	Revision Number	Change	Reference Section(s)

III. **Persons Affected:**

All PAI employees.

IV. **Persons Responsible:**

All PAI employees.

V. **Scope:**

This policy must be followed in conjunction with other PAI policies governing appropriate workplace conduct and behavior. Any employee who abuses the company-provided access to e-mail, the internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. PAI complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of PAI's electronic communications equipment or systems, including e-mail and the internet, should be directed to your supervisor or the current information technology (IT) provider.

VI. **Policy:**

PAI has established the following guidelines for employee use of the company's technology and communications networks, including the internet and e-mail, in an appropriate, ethical, and professional manner.

Confidentiality and Monitoring

All technology provided by PAI, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of PAI and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. PAI reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files, and all other content, including internet use, transmitted by, or stored in its technology systems, whether onsite or offsite.

Employees should always be alert and aware of information stealing methods such as: social engineering, phishing scams, and shoulder surfing to obtain personal and sensitive information. To watch such attempts, employees should avoid opening attachments and clicking on links when content is not adequately explained, check email and names of unknown senders to ensure they are legitimate and look for inconsistencies or style red flags (e.g., grammar mistakes, capital letters, excessive number of exclamation marks). If an employee suspects any suspicious activity, they should immediately report the situation to the current IT provider.

Storing confidential or sensitive information should only be on PAI's network, not on the local hard drive. If connecting to PAI's network remotely, employees must establish a VPN connection provided by the current IT provider.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use

PAI employees are expected to use technology responsibly and productively as necessary for their jobs. PAI email must be checked at least one time per scheduled shift to ensure employees are current with the most relevant information. Hourly employees can only access email during working hours from a PAI device. PAI email is not allowed to be accessed without supervisor approval on an approved personal device. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable. Employees should refrain from using the save password feature applications as others who have access to computers would also have access to accounts. Keeping machines, especially laptops, physically secured is also expected of PAI employees. Only employees who have been issued a laptop can take home PAI technology. Loss, damages, or theft of company property should be reported at once to your supervisor and current IT provider. All issued PAI technology must be returned upon end of employment.

Employees may not use PAI 's internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane, or offensive language and any illegal activity—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or e-mail—is forbidden.

Copyrighted materials belonging to entities other than PAI may not be transmitted by employees on the company's network without permission of the copyright holder.

Employees may not use PAI 's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the current IT provider. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of PAI is responsible for the content of all text, audio, video, or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. PAI 's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

I have read and fully understand this policy. I understand that my use of PAI's information and communication technology constitutes full acceptance of the terms of this policy and consent to monitoring.