

Computer & Electronic Communication Policy

Electronic services and devices such as computers, voicemail, internet, tablets, cell phones and e-mail can make a more efficient and productive work environment. The e-mail, computer, internet, tablet, cell phone and voicemail systems are Physicals Plus Health & Wellness property. Personal use by an employee is prohibited while the employee is on working time. Physicals Plus Health & Wellness may intercept, monitor, copy, review and download any communications or files employees create or maintain on these systems. When using the internet, do not send materials of a sensitive or confidential nature unless the information is properly coded to prevent interception by third parties.

An employee's communications and use of Physicals Plus Health & Wellness e-mail, computer, internet, tablet, cell phone and voicemail systems will be held to the same standard as all other business communications, including compliance with the company's discrimination and harassment policies. Employees are expected to use good judgment in their use systems. Management should be notified of unsolicited, offensive materials received by any employee on any of these systems.

An employee's consent and compliance with e-mail, computer, internet, tablet, cell phone and voicemail policies is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing and downloading of any communications or files is grounds for discipline, up to and including termination.

General Policy Statement

It is the intent of Physicals Plus Health & Wellness that all technology resources will be used in accordance with established policies of Physicals Plus Health & Wellness and with any and all local, state, and federal laws, and/or guidelines adopted by Physicals Plus Health & Wellness governing the use of technology and its component parts. Physicals Plus Health & Wellness expressly prohibits the use of technology for the purpose of accessing, viewing, downloading, recording or transferring any form of materials that may be termed obscene, objectionable or pornographic.

The following list outlines behaviors, which are considered a violation of this policy. While we believe this is a comprehensive list, we understand it is not necessarily an exhaustive list:

- All electronic communication services and devices provided by Physicals Plus Health & Wellness must not be used for games, harassment, or offensive messages. Use of such services and devices by an employee on working time for solicitation and other non-business-related reasons is not acceptable.
- Physicals Plus Health & Wellness reserves the right to monitor and/or search any part of its computer or communications resources at any time and for any reason. For this reason, employees should not consider things like computer discs, computer programs, e-mail, voicemail, tablets, cell phones or any other electronic communication to be private.



- Passwords for accessing Physicals Plus computer resources (the network login) must not be shared with any other person, including a supervisor or manager. Password protecting documents or spreadsheets may only be done with management approval.
- Because of the danger of computer viruses, employees may not use any personal removable media on the computers and other such equipment without the consent of a supervisor or manager.
- Information brought into such services and devices through the internet or other communications networks is proprietary and confidential. Employees may not copy, transfer, transmit, or otherwise share such information without the consent of a supervisor or manager.
- Information on individual computers are not backed up. As a result, critical documents and spreadsheets must not be stored on personal computer hard drives. There may be some instances in which storing information locally is required by a software package. Special procedures will be taken in these cases.
- Transmission of sexually explicit pictures, jokes, or material is strictly prohibited as is the visiting of inappropriate websites.

E-mail

The e-mail system hardware and software is Physicals Plus Health & Wellness property. Additionally, all messages composed, sent or received on the e-mail system are the property of the Your Way Management Team. They are not the private property of any employee.

The President, or HR Manager may authorize access to individual user accounts to ensure appropriate use of resources. The following guidelines outline the usage policies for e-mail. Employees who violate any of these policies or use the e-mail system for improper purposes, may be subject to disciplinary action including the potential for termination. It is a violation of the Physicals Plus Health & Wellness *Computer Usage Policies for Electronic Mail* for an individual user to:

- Send offensive, abusive or threatening mail to harass an individual or organization. This includes messages, which contain sexual implications, racial slurs, gender-specific comments, or other comments that offensively address someone's gender, race, age, sexual orientation, religious or political beliefs, national origin, ancestry, disability or any other basis protected under federal, state or local law.
- Send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar material without prior authorization.
- Send or forward chain letters.
- Attempt to gain access to another person's email files without proper authorization.

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Employee concerns or complaints of inappropriate use of technology resources can be made to the President, or Human Resources.

Physicals Plus Health & Wellness reserves the right to deny or suspend access at any time for inappropriate use of technology resources. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exceptions to this policy must receive prior approval by the President or Human Resources.

Any employee who discovers a violation of this policy shall notify his/her manager, the President or Human Resources.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties. I also understand that any and all company data and/or equipment in my possession must be turned over to Physicals Plus Health & Wellness at separation of employment.

Print Name: _____

Date: _____

Signature: _____