



## **USE OF COMPANY-ISSUED PROPERTY**

**Name:**

**Date of issuance:**

**Address delivered to:**

**I have received the following Equipment:**

**Make:**

**Model:**

**Serial Number:**

### **Purpose**

The purpose of this policy is to ensure that all property maintained by SATELLITE TEAMS, including, but not limited to computer device and its accessories and/or peripherals, and such other equipment and/or property issued to employees are kept in the best possible working condition and to ensure proper use of such property.

“Property,” as the term is used in this policy, is defined as any piece of equipment, furnishing, or supply in the custodial care of SATELLITE TEAMS or any person acting as its agent.

No SATELLITE TEAMS employee should expect any privacy on SATELLITE TEAMS premises or when using SATELLITE TEAMS property and/or networks, except that which is required by law.

### **1. General Guidelines on the Use of Company Property**

1.1 All SATELLITE TEAMS employees must maintain his or her work environment in an orderly fashion, and ensure that the company property in his custody is maintained at an environment such that the company property is used in a manner that ensure its proper use and maintenance.

1.2. Any employee who is found to have neglected or misused SATELLITE TEAMS property will be subject to disciplinary action up to and including termination. If an employee’s misuse of SATELLITE TEAMS property damages the property, SATELLITE TEAMS reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of SATELLITE TEAMS property is grounds for immediate termination and possible criminal action.

1.3. SATELLITE TEAMS property (including but not limited to computers, cellphones, back-up batteries, Internet services and printers) is intended for business use only.

1.4. The Company reserves the right, at all times and without further notice, to inspect and search all Company property for the purpose of determining whether this policy or any other policy of the Company has been violated, or when an inspection and investigation is necessary for purposes of compliance with applicable laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.

1.5 The Company reserves the right to install all forms of software application into the company-issued computer equipment and without prior notice to the employee. For the avoidance of doubt, an Employee shall not withhold consent.

1.6 Whether information is entered or sent during or outside of working time, employees have no right of privacy as to any information or file maintained in or on Company property or transmitted or stored through Company computer systems, voice mail, e-mail or other technical resources. If, during the course of your employment, you perform or transmit work on Company computer systems or other technical resources, your work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Company.

1.7 Employees may access only electronic files or programs that they have permission to enter. Unauthorized copying or use of computer software exposes both the Company and the individual employee to substantial fines and/or imprisonment. Therefore, employees may not load personal software onto the Company's computer system, and may not copy software from the Company for personal use. All employees must contact the Technology Officer of SATELLITE TEAMS to install any software on the Company's computer system.

1.8 Unauthorized review, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other property of the Company, or improper use of information obtained by unauthorized means, will not be tolerated. Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.

## **2. Employee Responsibilities**

2.1. Employees will be given an electronic mail password if granted access to the Internet or the Company's electronic mail system. Employees may change these passwords from time to time; however, all passwords must be made known to the Company. Because your system may need to be accessed by the Company remotely as needs may arise, the IT Department will be able to access all Company computer equipment, electronic mail and Internet accounts.

2.2. Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any message. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own user names on other Internet systems.

## **3. Computer and System Security and Integrity**



3.1. All computers and the data stored on them are and remain at all times the property of the Company. As such, all messages created, sent or retrieved over the Internet or the Company's electronic mail system are the property of the Company, and should be considered public information. The Company reserves the right to retrieve and read any message composed, sent or received on the Company's computer equipment and electronic mail system. Employees should be aware that, even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are public communication and are not private. Furthermore, all communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of, or notice to, the sender or the receiver.

Employee understands, and so accepts that this policy may be amended from time to time, and shall govern all tenets of usage of company-issued property.

### **READ AND ACCEPTED**

\_\_\_\_\_  
Signature

Name of the Employee:

Date: