

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Use of Computers	Policy #: 4.9
Prepared by:	Revision #:
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4.9 Use of Computers

When viewing web sites for business purposes, remember that you leave an “electronic footprint” indicating that someone from the Center has visited the site. Therefore, you should exercise great care to avoid accessing web sites that may embarrass the Center. If you would not feel comfortable giving the web site provider your business card, you should not visit the site.

Neither employees nor volunteers may use the Center’s computer or electronic systems to engage in harassing conduct in violation of the Center’s policy against unlawful harassment. Any violation of that policy will be grounds for disciplinary action, up to and including termination.

Further, the e-mail and Internet systems may not be used to create, access, or disseminate any offensive or disruptive messages. Examples of messages that are considered offensive include, but are not limited to, those that contain sexual implications or racial slurs or that denigrate any individual based upon a legally protected characteristic. If an employee or volunteer inadvertently receives external or internal e-mail containing material that would violate the Center’s Harassment policy, he or she should immediately delete the e-mail and inform the sender to refrain from sending such e-mails to you in the future.

All e-mail and Internet records are considered Center records and should be transmitted only to individuals who have a business need to receive them. Additionally, as Center records, e-mail and Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, you should always ensure that the business information contained in e-mail and Internet messages is accurate, appropriate, and lawful. E-mail and Internet messages by employees or volunteers may not necessarily reflect the views of the Center or its management. Abuse of the e-mail or Internet systems in

violation of this policy or in violation of law is strictly prohibited.

Although the Center does not intend to regularly review your e-mail or Internet records, you have no right or expectation of privacy in the Center's e-mail or Internet systems, notwithstanding the existence of passwords. The Center owns the computer and software comprising the e-mail and Internet systems and permits employees and volunteers to use them in the performance of their duties for the Center. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by authorized Center representatives. You should also be advised that, once deleted, e-mail messages are not necessarily destroyed forever.

The Center reserves the right to disclose employee or volunteer e-mail messages or Internet records to law enforcement officials or to third parties, without notification to or permission from the employees or volunteers sending or receiving the messages. As a condition of initial and continued employment or service, all employees and volunteers must consent to the Center's review and disclosure of e-mail messages and Internet records.