

# Electronic Information Policy & Acknowledgement

The Electronic Information Policy ("Policy") applies to all employees, contractors and visitors at any Denizen Management ("Company") location. This Policy refers to all Company owned or leased information systems, including computers, office phones, IP Phones, voicemail, servers, intranet, Internet and e-mail access and electronic devices and data storage media such as PDAs, disks, CD-ROMs and USB drives ("Systems").

The purpose of this Policy is to establish the necessary guidelines to maintain secure records and information systems.

## Confidentiality

All messages, documents and files created, sent, received or stored on the Systems are the sole property of the Company. The Company reserves the right to review, intercept, record, delete and archive all messages, documents, phone conversations and files, without notice to the employee, even when password protected or erased.

1. Information: Although the Company reserves the right to retrieve, inspect, delete and archive all messages, documents and files, such information should be treated as confidential. Employees are responsible for protecting all Company confidential information, and information removed from the Company should be returned as soon as possible. No copies should remain outside the Company.
2. Passwords: Employees are to password protect all Systems. Employees should contact the Corporate Office for instructions. Employees are required to use passwords to lock computers and electronic devices when not in use.

## Security

All Company employees are responsible for maintaining System security. Electronic communications relating to the Company must be kept in the Company's Systems. Company related e-mail is not to be passed through personal e-mail accounts such as AOL, Google or Hotmail. Employees who attempt to hack into Company Systems or engage in other unlawful conduct will be subject to discipline up to and including termination of employment.

1. Software and Downloads: All software and file downloads must be coordinated through the Company. Employees are prohibited from installing personal software.
2. Equipment: Employees must use their best efforts to protect Company owned equipment, data and trade secrets. Company owned equipment shall be returned upon termination.



3. Personal Equipment: Employees shall not connect personal computers or electronic devices to the Systems without permission from the Company.
4. Contractors and Visitors: Employees must monitor the activities of contractors and visitors on the Company premises. Contractors and visitors are prohibited from connecting computers or other electronic devices to the Systems without permission from the Company.
5. Photographs: Contractors and visitors are prohibited from taking photographs on Company property without written permission from the Corporate Office.

## **Company E-Mail**

Use e-mail wisely, as a sent message cannot be canceled. Use business-like language and tone. Messages must be factual and concise.

Prohibited Content: The following are examples of uses of Company e-mail that are strictly prohibited:

1. Activity in violation of any domestic or international law or a related provision in the Company's Employee Policy Manual.
2. E-mail that is harassing, disparaging or may offend others because of their sex, race, age, sexual orientation, national origin, disability, religion, political beliefs or any other category protected by law.
3. E-mails that damage Denizen Management's reputation or are libelous or defamatory of another company.
4. Sending outside the Company, e-mails that include nonpublic information or Company inventions, designs, trade secrets or confidential information.
5. E-mails including copyright protected material, e.g., newspaper or journal articles. Employees may use hyperlinks to copyright protected material available on the Internet. Chain letters junk mail, viruses or spam.
6. E-mails promoting a religious, charitable or non-Company social or political event without permission from the Company.

Disclaimers: The Company may place disclaimer statements on all outgoing e-mails. Employees must not disable disclaimers placed on outbound e-mails as provided for in the E-Mail Signature Standard.

Sender Identity: No e-mail may be sent that attempts to hide the true identity of the sender.

Reporting: Inappropriate e-mail and e-mail containing viruses or any suspected security issue should be reported Company management immediately. If an employee knows or suspects a data breach, he or she is required to report the incident immediately to Denizen Management at (317) 846-3100.

## Format of E-Mails

All e-mails should be sent in the default font of the mail reader or Raleway. No other graphic images or text, including wallpapers, slogans or quotations may be contained in an e-mail. The Denizen Management format for employee signatures is provided by the E-Mail Signature Standard for each division of the Company.

E-mails are to be written in a letter format that include the first name of the recipient (example: Joe:), a line space, the body of the message, line space, a salutation (Regards, Thanks, Sincerely, etc.), a line space then the Signature as provided by the E-mail Signature Standard.

## Retention of E-mail

Employees are not to delete any e-mails on the Company System with the exception of the Spam/Junk Mail Folder and as otherwise provided at the Company's direction.

Litigation and Government Investigations: Employees will be notified of the need to preserve documents, including e-mail, as part of a "litigation hold." Until notified that the litigation hold is lifted, employees must:

1. Preserve all documents
2. Disable any automatic delete functions (e-mail, voicemail, text messaging)
3. Suspend any Company record retention policies

## Social Media

The Systems are the property the Company and intended for business only. Internet sites can and do monitor access and usage and can identify both the user's name and Denizen Management. Accessing an Internet site leaves Company identifiable electronic "tracks," even if the user merely views the material. Employees are to exercise appropriate caution.

Subscriptions to mailing lists, chat rooms and other services must be limited to Company related matters only. Disclosing confidential information over the Internet is prohibited.

Employees are allowed moderate personal Internet use, but personal use must:

1. Be consistent with Denizen Management's Policies
2. Not interfere with productivity
3. Be in compliance with this Policy



I have read the foregoing Electronic Information Policy and I understand that a violation or failure to cooperate with an inspection of any electronic device or data storage media covered in this Electronic Information Policy may result in disciplinary action, including termination of employment. I understand that I may face both civil and criminal action by the Company or by individuals harmed by a violation the Electronic Information Policy. I understand it is the employee's responsibility to understand and abide by the Electronic Information Policy as provided and/or amend by the Company at its sole discretion.

**ACKNOWLEDGED:**

**EMPLOYEE:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**DENIZEN MANAGEMENT:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_