

## COMPANY NAME

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### WORKPLACE POLICIES

#### COMPUTER DOCUMENTS AND E-MAIL SECURITY AND CONFIDENTIALITY

All electronic communications and information systems provided by the company are the company's property. All messages and information transmitted or received over company e-mail systems are the sole property of the company, including those retained in personal folders or files. Users cannot and should not use the company's e-mail systems to send, receive or store messages not related to the company's business that they wish to keep personal or confidential.

The company reserves the right to monitor and/or delete any communications, or documents created or stored on its computers. Although a computer is password-protected, such protection is for the security of the company, and should not be understood as providing individual privacy.

#### DRUG FREE WORKPLACE POLICY

It is the company's policy to maintain a drug-free workplace. The unlawful sale, distribution, use or possession of illegal drugs, alcohol, controlled substances, or paraphernalia associated with drug use on company premises or while conducting business is strictly prohibited. In addition, reporting to work or working under the influence illegal substances is strictly prohibited. Violation of this policy may result in disciplinary action, up to and including termination of employment.

An employee, volunteer, or manager who is convicted of a felony concerning the possession, sale, distribution, transportation or use of illegal drugs or controlled substances, or whose involvement in such activities causes adverse publicity that affects the company's reputation or its ability to conduct any aspect of its business will be subject to immediate termination of employment.

#### COMPANY PROPERTY

Permission must be granted by a manager before removing any Company property from the Company facility. Any personal property, i.e. computers, video equipment, copiers, furniture etc., (whether owned by you, borrowed, or rented) must be entered on an inventory form and signed by a manager to indicate it is your responsibility and property. Enter identification numbers and descriptions of the items on the inventory form. The Company is not responsible for any lost personal property or equipment whether listed on your inventory form or not. You will be responsible for all your personal property left on the premises.

## USE OF COMMON AREAS

Employees have a responsibility to cleanliness and care of common areas. Obviously, each employee is responsible to keep his/her workplace clean and organized but each employee is also to be considerate regarding common areas.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_