



NEMO WORKFORCE DEVELOPMENT BOARD



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NEMO WDB Policy on Acceptable Use of Electronic Resources

If used properly, electronic communication services and devices like computers, voicemail, Internet, and email can make a more efficient and productive work environment. The email, computer, Internet access, and voice mail systems are the property of NEMO WDB. Personal use by an employee while the employee is working time is discouraged. NEMO WDB may intercept, monitor, copy, review, and download any communications or files employees create or maintain on these systems.

Furthermore, an employee's consent and compliance with NEMO WDB electronics policy 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.

All electronic files shall be stored on the Network Drive to maintain integrity. The Network Drive is backed up each day to prevent loss of data.

Confidentiality and Harassment

An employee's communications and use of the NEMO WDB email, computers, Internet, and voice mail will be held to the same standard as all other business communications, including compliance with the Company's discrimination and harassment policies. When using electronic technology, do not send materials of a sensitive or confidential nature unless the information is properly coded or encrypted to prevent interception by third parties.

Specific Rules on Acceptable Use of Electronic Resources

- Passwords must not be shared with any other person or staff, except the Director, who will keep the passwords on file in the case of emergency or termination of employee.
- Each staff is responsible to ensure their assigned electronic devices are free of viruses and maintain a regular schedule to scan their system.
- Transmission of sexually explicit pictures, jokes, or material is strictly prohibited as is the visiting of inappropriate websites.
- Negligence leading to the damage of NEMO WDB electronic information, computing/networking equipment and resources is unacceptable.
- Altering or attempting to alter files or systems without authorization is prohibited.

Enforcement and Penalties for Violation: Any person who violates any provision of this policy may face suspension of access, and/or sanctions up to and including termination.

I understand and agree to uphold the Electronic Resource policy.

Staff Signature

Date