

Automation Systems Use & Internet Policy

Adopted December 9, 2009

The use of Great Falls Development Authority, Inc. (GFDA) automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for GFDA business and is to be used for authorized purposes only. Brief and occasional personal use of the e-mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to GFDA.

Use is defined as "excessive" if it interferes with normal job functions, or the ability to perform daily job activities. GFDA automation systems are GFDA resources and are provided as business communications tools. Electronic communication "should not be used to solicit or sell products, distract coworkers, or disrupt the workplace."

Using GFDA automation systems to create, view, transmit, or receive racist, pornographic, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. GFDA's electronic mail system must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of GFDA resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

Ownership and Access of E-mail and Computer Files

GFDA owns the rights to all data and files in any computer, network, or other information system used in business operations. GFDA reserves the right to monitor computer and e-mail usage. GFDA has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. GFDA will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and e-mail activities. GFDA also reserves the right to monitor e-mail messages and their content. Employees must be aware that the e-mail messages sent and received using GFDA equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by GFDA at all times.

GFDA has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of E-mail

As noted above, e-mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also applies to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission

or knowledge, the best rule to follow in the use of email for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

Message Tone in E-mail

Users are expected to communicate with courtesy and restraint with both internal and external recipients. E-mail should reflect the professionalism of GFDA and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening, or retaliatory.

Policy Statement for Internet/Intranet Browser(s)

This policy applies to all uses of the Internet, but does not supersede any state or federal laws or GFDA policies regarding confidentiality, information dissemination, or standards of conduct. Examples of inappropriate use are defined in "Inappropriate Use of the Internet/Intranet".

The Internet is to be used to further GFDA's mission, to provide effective service of the highest quality to the GFDA's clients and staff, and to support other direct job-related purposes. The various modes of Internet/Intranet access are GFDA resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

All GFDA policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to confidentiality, company information dissemination and Whistleblower policy.

Violation of these policies and/or state and federal laws can lead to disciplinary action, up to and including dismissal and possible criminal prosecution.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

Inappropriate Use of the Internet/Intranet

Use of GFDA computer, network, or Internet resources to access, view, transmit, archive, or distribute racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory item, file, page, graphic, or other entity.

No employee may use GFDA's Internet/Intranet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either GFDA's networks or systems or those of any other individual or entity.

GFDA's Internet/Intranet resources must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any

way. Use of GFDA resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

Internet/Intranet Security

GFDA owns the rights to all data and files in any information system used within GFDA. Internet use is not confidential and no rights to privacy exist. GFDA reserves the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. GFDA has the right to inspect any and all files stored in private areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. GFDA will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities.

Existing rules, policies, and procedures governing the sharing of work-related or other confidential information also apply to the sharing of information via the Internet/Intranet. GFDA has taken the necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat, or avoid GFDA's security measures is subject to disciplinary action, up to and including dismissal.