

# JBCstyle

## INTERNET, EMAIL & ELECTRONIC MEDIA POLICY

JBCStyle NY LLC and or Jonathan Beth Consultants NY LLC (herein after “JBC”) make ever increasing use of electronic forms of communication and information exchange. Its employees have access to one or more forms of electronic media and services, including e-mail, voice mail and the Intranet and Internet (referred to collectively as “Internet”).

JBC encourages the use of these electronic media and services by its employees. However, they are provided by JBC and are JBC’s property, and their purpose is to facilitate JBC’s business. An employee’s usage of JBC’s electronic media and services is subject to all of JBC’s policies, including specifically, JBC’s policy against sexual and other harassment. If JBC discovers that an employee is misusing its electronic media and services, or is violating any provision of this Policy, **the employee will be subject to disciplinary action up to and including termination of employment.**

This policy covers access to and disclosure of electronic mail (“e-mail”) and voicemail messages sent or received by JBC employees via JBC’s e-mail and voice mail systems, as well as the proper use by employees of these systems and of the Internet, including the World Wide Web.

**Use for Business Purposes Only: JBC May Access, Review, Delete and Disclose Electronic Messages.** The e-mail and voicemail systems are provided to employees at JBC’s expense to assist them in carrying out JBC’s business and are to be used for business-related purposes only. JBC will treat all e-mail and voicemail messages (“electronic messages”) sent, received or stored on these systems as business messages and as JBC property. JBC reserves the right to access, review, copy or delete all electronic messages for any purpose and to disclose them to any person (inside or outside JBC) it deems appropriate, at any time for any reason, without notice to the employee, whether the message contains business or personal information. Company-provided Internet privileges are company resources intended for business purposes. Use of the Internet is subject to monitoring and or recording without notice to the employee, and employees may be subject to limitations on their use of such resources. The Internet address of any site visited by an employee may be recorded and the network activity of an employee reviewed by the JBC. Visiting Internet sites that contain illegal, obscene or content that is objectionable and/or inappropriate for the workplace is strictly prohibited. Use of the Internet for the introduction of worms, viruses or other malicious software is unlawful and strictly prohibited. (If you suspect that you may have received a virus or bug, do not open the email or attachment and contact the Technology Department of JBC or the client company in which you are placed immediately.) Installing a program received by e-mail or brought into your respective office by you without systems approval is strictly prohibited. **Therefore, employees should not regard any electronic messages or their Internet usage as personal or private.**

**Content and Etiquette.** Employees should bear in mind that their electronic messages may be read or heard by someone other than the person to whom they are sent and may even someday have to be disclosed to outside parties or in court in connection with a lawsuit. Accordingly, employees must take care to ensure that their messages are courteous, professional and businesslike, and that the tone and words they use would not cause embarrassment to themselves or JBC if the message were made public.

**Other Prohibited Uses.** Use of JBC electronic media and services to engage in any communications or activities that are in violation of **any** Company policy is prohibited. Examples of prohibited communications or activities include: (a) messages that disclose personal information without authorization; (b) defamatory messages; (c) sexually-

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explicit or suggestive messages, cartoons, jokes, objects, pictures or other materials; (d) unwelcome propositions or love letters; (e) ethnic or racial slurs; (f) any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, or religious or political beliefs; (g) use of electronic communications to solicit or proselytize for outside commercial ventures, religious or personal causes or outside organizations or other similar non-job-related solicitations; or (h) visiting game or adult sites through Internet access.

**Company's Confidential Information.** Due to the ease by which electronic information can be redistributed, employees must exercise a particularly high degree of caution in transmitting JBC's confidential information via electronic messages. JBC's confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information and should not even be sent or forwarded to other employees inside the Company who do not clearly need to know the information. Employees need to use care in addressing electronic messages to make sure that messages are not inadvertently sent to outsiders or to the wrong person inside the Company. In particular, employees should exercise care when using distribution lists to make sure that all addressees are appropriate recipients of the information and that the lists are current. Employees should refrain from routinely forwarding messages containing JBC's confidential information to multiple parties unless there is a clear business need to do so. In order to further guard against dissemination of confidential JBC's information, employees should not access their e-mail messages for the first time in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended.

**Copyrighted Information.** No software, including downloaded files, may be used in ways which violate the rights of the copyright owners. No software may be installed or maintained on any of JBC's computers unless JBC is properly licensed to use such software on such computer. Additionally, use of non-Company standard software must be approved by the Manager.

**If you have any questions or comments concerning this policy or if you become aware of any violation of this policy, please notify management immediately.**

\_\_\_\_\_  
Bryan J. Zaslow, President

I have received a copy of this Policy, have read it, and understand it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name Printed

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