

Electronic Communications

Computers and electronic communication media, including electronic mail and access to the Internet, are provided to enable you to perform your duties as a Super Simplistic Solutions employee more efficiently and productively. These are corporate resources which are to be used only for business and business-related purposes. Your use of Super Simplistic Solutions' electronic communications facilities, including computers and network access, constitutes your consent to monitoring and the interception of messages, as permitted by law.

Certain authorized Super Simplistic Solutions employees have unrestricted access to information stored on our electronic mail system. Activities performed by these authorized personnel may include retrieving business information, trouble-shooting hardware and software problems, preventing systems misuse, assuring compliance with software distribution policies, and complying with legal and regulatory requests for information. Given these business requirements, communications sent by e-mail, and on the Internet, should not be considered private or personal messages.

You are responsible for using electronic communications facilities in a manner that is productive, professional, polite, and cost-effective. Messages originating from Super Simplistic Solutions are perceived by recipients to represent the corporation as well as the individual employee, even if accompanied by a disclaimer. Therefore, when you send electronic messages outside Super Simplistic Solutions' boundaries, through Internet or other computer networks, you are perceived as communicating on behalf of Super Simplistic Solutions.

Super Simplistic Solutions' electronic communications facilities may not be used to buy, sell, trade, advertise, or otherwise distribute personal items. Super Simplistic Solutions' electronic mail and the Internet should not be used for messages containing religious, sexual, political or defamatory content. Messages containing profane or obscene language are forbidden. Complaints or adversarial messages about vendors, private contractors, or other services providers may not be communicated except by personnel authorized to do so.

A violation of Super Simplistic Solutions' policy governing use of the electronic communications facilities may subject you to disciplinary action up to and including termination. Super Simplistic Solutions will not defend, indemnify, or otherwise protect employees acting contrary to this policy in the event that their improper activities provoke threats, demands, claims, or other legal actions seeking civil or criminal liability.