

E-mail, Internet and Other Electronic Communications Policy

EMAIL

The Company assumes no responsibility for the content of e-mails or for maintaining their privacy, and the Company employees have no expectation that such privacy will be maintained. The Company reserves the right to review, audit, interpret, access and disclose any messages created, received or sent over the e-mail system for any purpose. Confidentiality of e-mail communications should not be assumed.

No e-mail messages should be created, sent or forwarded which may be deemed to be intimidating, hostile or offensive in nature, or which are discriminatory on the basis of race, color, religion, sex, nation origin, sexual orientation, disability, or any other basis that is unlawful under applicable state and federal law. Nor should any obscene, profane, abusive or offensive language be transmitted.

Any employee who violates this policy or uses the e-mail system for improper purposes as determined by management shall be subject to discipline, up to and including discharge.

INTERNET, INTRANET AND EXTRANET GUIDELINES

As with e-mail, the Company provides Internet access solely to facilitate the conduct of the Company's business. Access to the Internet, Intranet or Extranet may be limited at the Company's sole discretion. Employees are expected to use the Internet, Intranet and Extranet at all times in a manner that benefits the Company and not for personal use. Employees should have no expectations of privacy for their use of the Internet, Intranet and Extranet and the Company may monitor employees' use to insure compliance with this policy. Use of the Internet, Intranet and Extranet in a manner which violates this policy as determined by management may result in disciplinary action, up to and including discharge. Examples of conduct which is specifically forbidden include, but is not limited to:

- ▶ Using the Internet, Intranet or Extranet for personal gain or for commercial activity unrelated to the Company
- ▶ Sending, reviewing or viewing material or information that is threatening, intimidating, hostile, harassing, offensive or discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability or any other basis prohibited by applicable law. In addition, the receipt of such material and/or showing such material to co-workers is strictly prohibited.
- ▶ Using the Internet, Intranet or Extranet for any activities not specified here that are in violation of federal, state or local laws.

This is a sample policy. An insured considering the adoption, formulation or revision of this or any other "E-mail, Internet and Other Electronic Communications Policy" is advised to consult with an attorney or other expert in the field. The United States Liability Insurance Group makes no representation that this sample policy is appropriate for use by particular insureds.
