

Internet, E-mail and Computer Usage Policy

The use of Challenge network, including computers, fax machines, copiers, phone and all forms of Internet/Intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, and occurs during personal time (lunch or other breaks), and does not result in expense to Challenge.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, phones, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms, social networking sites (see below);
- Misrepresenting oneself or the Company;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Downloading, copying or installing any software or hardware without prior approval from the network administrator;
- Connecting any removable device either by wire or wirelessly, such as, but not limited to, USB drives, MP3 players, cameras, phones, personal laptops and other removable devices, unless authorized specifically for Challenge Business, to any computer on the Challenge Network.
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code, malware or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Using the Company Network in a fashion that promotes personal business interests;
- Using your Challenge e-mail account for correspondence, internet posting or other communication as a representative of another organization not affiliated with responsibilities as a Challenge employee.
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", social networking or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Defeating or attempting to defeat security restrictions on company systems and applications.
- Sharing your login credentials with another staff member
- Streaming music or any other content that is unrelated to legitimate Company purposes

Using the Challenge network systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Company anti-harassment policies and is subject to disciplinary action.

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

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Challenge owns the rights to all data and files in any computer, network, or other information system used in the Company. Challenge also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Company equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at any time. The Company has the right to inspect all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Challenge official.

Challenge has licensed the use of certain commercial software application programs for business purposes. 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.

Please read this policy, date and return this section (retain the top section for your records)

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I, _____ have read and fully understand the Internet, E-mail and Computer PRINT name in Full Usage Policy and agree to the policy in its entirety.

Signed: _____ Date: _____