

## Liberty Healthcare Corporation and Affiliates (Liberty) Standard Operating Policies

<b>Title:</b>	<b>Electronic Communications</b>	<b>Effective Date:</b>	<b>08/08/2013</b>
<b>Author:</b>	<b>Camille Tanner</b>	<b>Last Review Date:</b>	<b>06/22/2021</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	
<b>Functional Area:</b>	<b>Administration</b>		

### POLICY

Liberty Healthcare Corporation and its affiliates (Liberty) recognizes the benefits of the internet and e-mail communications for its employees in the course of conducting Liberty business. Unacceptable use of the internet or e-mail can place Liberty and others at risk. Guidelines for using these business tools in an appropriate, ethical and professional manner are outlined below:

### PROCEDURE

1. Liberty Internet and e-mail access may not be used for transmitting retrieving, or storing of any communications of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attribute or sexual preference shall be transmitted. Harassment of any kind is prohibited.
2. Disparaging, abusive, profane or offensive language, and/or materials that might adversely or negatively reflect on Liberty, any illegal activities including, but not limited to, piracy, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail are forbidden.
3. Copyrighted materials belonging to entities other than Liberty may not be transmitted by employees on the company's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials without permission or as a single copy to reference only. If you find something interesting on the internet to share with others, do not copy it to a network drive. Instead, forward the URL address to the interested party.
4. Each employee is responsible for the content of all text, audio or images he or she sends over Liberty's internet and e-mail system. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else. Please be aware that Liberty's name is attached to all messages, so please use discretion when sending messages.
5. E-mail is not private or confidential. All messages composed, sent or received on the electronic mail system are, and remain, the property of the company. They are not the private property of any employee. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation.
6. The use of the electronic mail system and company issued communication devices are for the conduct of company business. Liberty reserves the right to monitor the use of all company issued communication devices.
7. Neither the electronic mail system nor any communication device may be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
8. The electronic mail system is not to be used to create any offensive or disruptive messages that contain sexual implications, racial slurs, gender-specific comments, or any other comments or any other comments that address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

9. The company reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the company without the permission of the employee.
10. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the company or they cannot be used.
11. Notwithstanding the company's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the employer.
12. Employees shall not use a code, access a file or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to the company.
13. Any employee who discovers a violation of this policy shall notify Camille Tanner, Vice President of Human Resources.
14. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

**Approved By:** \_\_\_\_\_

### Revision History

Version	Date	Author	Summary of Changes
#1	08/08/2013	Camille Tanner	Policy Created
#2	06/05/2020	Camille Tanner	Reviewed with no changes made
#3	06/22/2021	Camille Tanner	Reviewed with no changes made