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Policy Number 050

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 01-01-2000 Supersedes Policy No. _____ Date: _____

SUBJECT: COMPUTER ACCESS, USE, E-MAIL & VOICE MAIL POLICY

Objective: The objective of this policy is to establish the guidelines for the employee use of Company E-Mail, Voice-Mail, and Computer systems.

Scope: The scope of this policy applies to all Bachman Machine Company locations and to all subsidiary operations.

Policy Statement: Bachman Machine Company strives to maintain a workplace free of harassment sensitive to the diversity of its employees. Therefore, Bachman Machine Company prohibits the use of computers and the e-mail system in ways that are disruptive to others, or harmful to morale.

All computer system networks, business and telephone equipment and other electronic communication systems, and all communications and stored information transmitted, received or contained in the Company's information systems are the Company's property and are to be used solely for job related purposes. Bachman Machine Company purchases and licenses the use of various computer software for business purposes and does not own the copyrights to this software or its related documentation. Unless authorized by the software license developer, Bachman Machine Company does not have the right to reproduce such software for use on one than one licensed computer.

Employees are strictly prohibited from non-job-related uses of its software and business equipment, including, but not limited to telephone systems, telecopiers, computers, copy machines, E-mail and facsimiles. Employees are also prohibited from using codes, accessing files, or retrieving any stored communications or data without prior clearance from an authorized company representative. Employees shall make known to the Company MIS department any password(s) used for password protected computer operations and should notify their immediate supervisor and/or the MIS department upon learning of violations of this policy.

Because of the possibility of data loss, file corruption, data infection, or general misuse, no employee shall install, load or use his or her personal software brought on site regardless of the suggested benefit to the Company or the employee. All software used in the Company systems shall be the property of the Company and registered for use by the Company. Any abuse of the computer system, abuse by unauthorized Internet surfing, or downloading of non-company software will not be permitted.

E-Mail / Voice Mail Use: The electronic mail (E-Mail) and other information systems (Voice Mail) systems of the Company are not to be used in any way that may be disruptive, offensive to others, or harmful to morale. The following are guidelines for the use of such systems:

- There should be no display, down-loading or transmission of sexually explicit images or text, messages, or cartoons or any transmission or use of e-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, age, national origin, sex, sexual orientation, disability, or religious or political beliefs.
- For privacy reasons, employees should not attempt to gain access to another employee's personal file of e-mail or voice-mail messages without first obtaining that employee's express permission.
- E-mail networks and voice-mail shall not be used to solicit for outside business ventures or campaigns, outside organizations or for political or religious causes.
In general, employees should use the E-mail, voice-mail and computer information systems for business purposes only.

Employee Notice: All electronic data, messages, hardware and software are considered to be Company property. ***Any employee who uses these systems should do so for business purposes only and should have no expectation of privacy.*** The Company reserves the right to access, monitor, and disclose all messages sent over its electronic e-mail, voice-mail, and other computer data systems at any time for any purpose. Furthermore, all employees are put on notice that all of these systems have security features, such as passwords and message delete functions, that do not take away the ability of the Company to archive any message and retrieve the message at any time, for future viewing and/or review.

Disciplinary Action: Employees who violate the guideline and/or the intent of this policy shall be subject to disciplinary actions up to and including termination of employment.

Effect: The effect of this policy shall be to:

- Present acceptable guidelines for the use of Company owned electronic systems, such as e-mail, Voice-Mail, and Computer systems, that are used in the operations of Company business.
- Make employees aware that any transaction, communication, or transmittal over the Company's electronic systems may be monitored and that no expectation of privacy should be expected.