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Policy Number 045

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 04-01-2000 Supersedes Policy No. _____ Date: _____

SUBJECT: INTERNET USAGE

Objective: The objective of this policy shall be to designate the guidelines, restrictions and expectations for those employees who, through their respective position, may require the use of the Company Internet services for business reasons.

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

Policy Statement: As part of Bachman Machine Company's commitment to the utilization of new technologies, and at the discretion of management, various employees of the Company will have access to the Internet for use in business activities. In order to insure compliance with existing copyright and decency in business laws, and to protect the Company from being victimized by the threat of viruses or hacking into Company systems, an Internet Usage policy has been developed.

Bachman Machine Company will provide computer interface to Internet services that selected employees can use in accessing instructional, reference, and other business related material on the Internet. Employees will be allowed to access the Internet resources with the understanding that some materials that can be accessed are inaccurate; additionally, some resources can contain material that is deemed contrary to prevailing community and/or business standards and is inappropriate for business use. Access to such resources will not be acceptable.

The following practices shall apply to Internet usage by Bachman Machine Company employees.

- Employees using the Internet are acting as representatives of Bachman Machine Company and as such, should act accordingly so as not to damage the reputation of the Company. The Company will limit the Internet access to those employees who demonstrate a legitimate business need.

- Employees with approved access from the Company shall be authorized to use the Internet service for personal business on their break time, meal times and outside of work hours but only in strict compliance with all of the terms of this policy. An employee using the Internet to download very large files or high band-width activity, such as large mass E-Mails, video conferencing, etc., to the Network System, should contact the Network Administrator to coordinate the download, prior to making the download. Any activities that violate this policy will result in disciplinary action up to and including termination of employment.
- Sexually explicit material may not be archived, stored, distributed, edited, or recorded using the Company network or computing resources. Keeping documents which are considered to be obscene or discriminatory within an employees computer files and/or programs for use or access can result in disciplinary actions being taken. Since the computer system is considered to be Company property, the Company reserves the right to inspect, review, download, or otherwise access any and all files of an employee's computer for violations of this policy.
- No employee shall have any expectation of privacy as to his or her Internet usage. The Internet does not guarantee the privacy and confidentiality of information or sensitive details that are transferred over the Internet and all information can be at risk of detection or interception by a third party. As such, employees shall not place Company material, copyrighted software, internal correspondences, financial data, plans, etc., on the Internet without prior permission and/or notification of the Network Administrator. Only transmit these items as needed or required, but do not post information or files for general access by other Internet service users.
- Employees should never download or install any commercial software, shareware, or freeware onto the network drives or discs, unless they have permission from the Network Administrator.
- Inappropriate materials or language shall not be transmitted over the Internet service. No profane, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in line with good business behavior.
- The Company's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any manner. The use of any Company resources for illegal activity

is grounds for immediate dismissal, and we will cooperate with any legitimate law

enforcement activity.

- No employee may use Company facilities to knowingly download or distribute pirated software or data or to deliberately propagate any virus, worm, Trojan horse or trap-door program codes.

Effect: The effect of this policy shall be to:

- Inform employees of the expectations, restrictions and guidelines for the use of the Company operated Internet Services.
- Make employees aware of the Company right to access, review and act upon any and all information, materials, files, etc. within an employees computer system.
- Address the possibility of disciplinary actions for those employees who violate the Internet Usage guidelines.
- Provide guidance on the act of downloading of any files, shareware, free software, pornographic material, sexually explicit material, and other sensitive files or programs to the Company Internet service.
- Designate the times when the Company Internet services can be used by an employee for other than business usage.
- Protect the Company computer system from being jeopardized by the threat of a virus or other destructive program.