

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.

**MSMEC COMMUNICATIONS & INFORMATION SYSTEMS USE POLICY
BOARD POLICY NO. 225**

I. POLICY STATEMENT

- A. To clearly state the policy of Mora-San Miguel Electric Cooperative, Inc. (herein referred to as the Cooperative) regarding the use of Cooperative communication and information systems.
- B. To provide guidelines for acceptable and unacceptable use of Cooperative electronic communication systems, tools, and technology.

II. POLICY CONTENT:

The Cooperative recognizes that use of the internet, intranet, company issued cell phones, and email has many benefits for the company and its employees. These systems can make communication more efficient and effective. Therefore, employees are encouraged to use these systems and tools appropriately. Unacceptable usage of the Internet, email or any other company issued system can place the Cooperative and others at risk. The following guidelines have been established for using company issued systems in an appropriate, ethical and professional manner.

A. Internet and E-mail

- 1. Employees are asked to be conscientious and responsible with regard to the use, care and protection of the Cooperative's equipment. All equipment, electronic and telephone communication systems, hardware, software and all communications and stored information created, transmitted, received or contained in the Cooperative's information systems are the property of the Cooperative. Employees should have no expectation of privacy regarding this information. The Cooperative reserves and may exercise the right to monitor, access, review, retrieve and delete any matter stored in, created, received and/or sent over the Cooperative's communication and information systems, at any time, for any reason and without notice to or permission of any employee. When deemed necessary, the Cooperative reserves the right to disclose all or any information to law enforcement agencies or other third parties without the employee's consent.
- 2. Each employee is responsible for the content of all information while using Cooperative resources and for ensuring that all communications do not interfere with his/her productivity. Incidental and occasional personal use is NOT permitted.
- 3. When using email and other forms of electronic communication, appropriate workplace etiquette must be observed. The Cooperative's internet and e-mail access may not be used for transmitting, retrieving or storing any communications or other content 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 attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.

4. Forwarding of "chain" e-mails, jokes, cartoons or other determined inappropriate material is strictly forbidden. Employees are required to immediately delete any such e-mails and request the source of the e-mail to remove them from the distribution list.
5. Sharing or forwarding any secret, confidential, or attorney-client privileged company information or company emails with such information outside of the Cooperative other than for a legitimate business reason, is strictly prohibited.
6. Disparaging, abusive, profane, or offensive language; materials that might negatively reflect upon or be contrary to the Cooperative's best interests; and any illegal activities including, but not limited to piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or e-mail are forbidden.
7. Use of the system in a way that disrupts its use by others including sending or receiving many large files, streaming video or music, and "spamming" (sending e-mail messages to multiple users.) is strictly prohibited.
8. Each employee is responsible for the content of all text, audio or images that he/she places or sends over the company's internet and e-mail system or texting using company issued cell phones. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. The Cooperative's name is attached to all messages so use discretion in formulating and sending messages.
9. Employees are prohibited from using internet access through the Cooperative's systems for any other personal business involving profit-making, fundraising or charitable activities.
10. Employees should not expect e-mail, texting with company issued cell phones, or other communications to be private or confidential when utilization of the Cooperative's systems. Even when a message is erased or deleted, it is still possible to retrieve and messages may be received or reviewed by someone other than the intended recipient. All electronic communications are the property of the Cooperative. Therefore, the Cooperative reserves the right to examine, monitor and regulate e-mail messages (internal and external), directories and files, as well as internet usage on PCs or company issued cell phones. Employees should use discretion in the sites that are accessed. Employees should keep personal or private information, documents, photographs and other personal items at home and not stored on the Cooperatives information systems.

B. Computer Viruses

Electronic data/files obtained from sources outside the Cooperative, including devices and media brought from home, files downloaded from the internet, newsgroups, web browsers, or other online services; files attached to email, files provided by customers or vendors, and streaming audio/video may contain dangerous computer viruses that may damage the company's information system (IS).

1. Employees shall not knowingly introduce a computer virus into the Cooperatives computers or change virus detection software settings.
2. Employees should never download files from the internet or accept/open email attachments from unknown sources unless approved by his/her supervisor/manager and IT.
3. Employees shall not use portable/external media or media devices with Cooperative resources unless approved by the IT. Portable media and media devices include but

are not limited to diskettes, CDs, DVDs, record and/or playback devices, USBs, hard drives, storage cards/sticks, thumb drives, Bluetooth, and phones.

If approved for use, downloads, media and devices must be checked for viruses, spyware, malware, etc. by Cooperative approved software each time the media/device is interfaced with Cooperative resources. Any employee who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation, unplug the network cable, and call the IT Helpdesk.

C. Spyware, Malware and Adware

Spyware, malware and adware can compromise system performance, destroy resources, and allow sensitive and confidential information to be transmitted outside the company.

1. Employees shall not knowingly allow spyware to install on Cooperative computers.
2. Employees shall immediately report any symptoms that suggest spyware may have been installed on their computer to the IT.

D. Access Codes and Passwords

The security, confidentiality, and integrity of the Cooperative's information systems must be protected by access controls to ensure that only authorized employees have access to our systems. This access shall be restricted to only those capabilities that are appropriate to each employee's job responsibilities.

1. Each employee is responsible for all Information System (IS) interactions that are made with their User ID and password.
2. Employees shall not disclose passwords to other employees, unless requested by IT for PC maintenance. Passwords must be changed immediately if there is any suspicion that they have been compromised in any way. Passwords should be kept secure and not be recorded where they may be easily obtained. Employees should not attempt to access the accounts of other users.
3. Employees should create passwords that will not be easily guessed by others. IT Staff may dictate changes as needed to maintain a secure system.
4. Employees will log out or lock their workstation when leaving a workstation for an extended period of time. Employees should log out of their workstation when leaving for the day.

E. Physical Security

It is the Cooperative's policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

1. Employees should store portable storage devices out of sight when not in use. If they contain highly sensitive or confidential data, they must be locked up.
2. Portable storage devices should be kept away from environmental hazards such as heat, direct sunlight, and magnetic fields.
3. Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
4. IT is responsible for all equipment installations, disconnections, modifications, relocations and storage of Cooperative equipment not in use; therefore, employees are not to perform these activities. This does not apply to temporary moves of portable computers for which an initial connection has been set up by IT.
5. Employees shall not take shared portable equipment, such as a laptop, out of the work area without the informed consent of their direct Supervisor or Manager.

6. Employees should exercise care to safeguard the valuable electronic equipment assigned to them. Employees who neglect this duty shall be responsible for any replacement costs if lost (calculated using depreciated value) and/or repair costs for damage that may result.

F. Laptop/iPad security

Each employee provided with a laptop or iPad by the Cooperative is responsible for the physical security of the device. All laptops and iPads acquired for or on behalf of the Cooperative are deemed to be company property.

1. Employees shall avoid leaving their laptops/iPads unattended in an automobile for long periods of time. If they must do so temporarily, the laptop/iPad must be placed in the trunk of the vehicle or someplace secure within the vehicle.
2. Laptops/iPads that will not be used for several days or longer must be locked out of sight in a secure cabinet or office.

G. General Computer Usage

It is the Cooperative's policy to allow employees to use common sense in most areas that pertain to the general use of its information systems. This applies to all hardware and software that is owned by or licensed to the Cooperative or developed using Cooperative resources by employees or vendors.

1. Employees shall not move, disassemble, or alter the computer system in anyway.
2. Employees shall not allow unauthorized use of accounts, passwords or software from their assigned workstation.
3. Employees shall not download software from the internet without prior approval from his/her supervisor/manager and the IT.
4. Employees may use all of the features included in the standard installation of software. This would include adjusting supplied screensavers, wallpapers, and screen sizes.
5. Employees may adjust monitors, keyboards and other attached peripherals to comply with ergonomic requirements and may make requests to their supervisor/manager and to the IT for individual allowances. Any such requests will be reviewed on a case-by-case basis.

H. Copyrights and License Agreements

It is the policy of the Cooperative that the company and its employees comply with all laws regarding intellectual property and all proprietary software license agreements. Noncompliance can expose the Cooperative and the responsible employee(s) to civil and/or criminal penalties. The following applies to all software that is owned by or licensed to the Cooperative or developed using Cooperative resources by employees or vendors.

1. Unauthorized copying of copyrighted material, including but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted video, and the installation of any copyrighted software for which the Cooperative does not have an active license, is strictly prohibited. When using web-based sources you must provide appropriate attribution and citation of information to the website, or applicable party.
2. Employees shall not install software. Only software that is licensed to or owned by the Cooperative is to be installed on company equipment.
3. The Cooperative requires that all software used on its systems be purchased and installed by the IT. Employees must not install, remove, download, copy, exchange, or in any other way modify or alter any hardware or software from the systems without authorization from the IT.
4. Employees shall not use unauthorized copyrighted materials. Copyrighted materials belonging to entities other than the Cooperative may not be transmitted by employees on

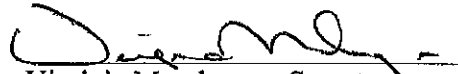
the company's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that you want to share, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.

Any employee who discovers a violation of this policy should report it to their immediate Supervisor or Department Manager. Any employee who abuses the privilege of access to e-mail, the internet, or other electronic communication or networks may be subject to disciplinary action, up to and including termination.

III. RESPONSIBILITY

- A. The CEO shall be responsible for administering this policy and keeping employees informed of its content.

Presented to Board: April 29, 2020
Final Approval: May 28, 2020
Effective: May 28, 2020


Virginia Mondragon, Secretary

Acknowledgement of MSMEC Communications & Information Systems Use Policy

This form is used to acknowledge receipt of, and compliance with, the MSMEC Communications & Information Systems Use Policy.

By signing below, I agree to the following terms:

1. I have received and read the attached copy of the "MSMEC Communications & Information Systems Use Policy and understand the contents.
2. I understand that I may be held liable for any damage and for any incurred costs caused by unacceptable use of Cooperative Information System (IS) resources;
3. I understand violations of this policy may also result in disciplinary action in accordance with the company's employee policies. Failure to observe this policy may result in disciplinary action, up to and including termination, depending upon the type and severity of the violation; whether it violates another company policy, causes any liability or loss to the company or the employee, and/or the presence of any repeated violation(s);
4. I understand all information created, sent, received, stored, printed, etc., via the company's systems is the property of the Cooperative. Employees should have no expectation of privacy regarding this information;
5. I understand the Cooperative reserves the right to access, read, review, monitor, and copy all network traffic, messages and files on its systems at any time and without notice;
6. I understand the Cooperative reserves the right to disclose all or any information to law enforcement agencies or other third parties without the employee's consent;
7. I understand and agree that any computers, software, company issued cell phone, and storage media provided to me by the Cooperative contains proprietary and confidential information about the Cooperative and its customers or its vendors, and that this is and remains the property of the Cooperative at all times;
8. I agree that I shall not copy, duplicate, or otherwise disclose, or allow anyone else to copy or duplicate any of this information or software;
9. I agree that, if I leave the Cooperative for any reason, I shall immediately return the original and copies of any and all software, computer materials, or computer equipment, and company issued cell phone that I may have received from the Cooperative that is either in my possession or otherwise directly or indirectly under my control.

Employee Signature: _____

Employee Printed Name: _____

Date: _____