

Boys & Girls Clubs of Portland Metro (“BGCP”)

Annual Staff Technology & Electronics Policy Eff date: 4.30.21

Objective

BGCP recognizes that use of the Internet and e-mail is necessary in the workplace, and BGCP employees, volunteers and representatives (e.g. committee members, board of directors, etc.) (herein collectively referred to as “Staff”) are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place BGCP and others at risk. This policy outlines the guidelines for acceptable use of BGCP’s technology systems.

Policy

This policy must be followed in conjunction with other BGCP policies governing appropriate workplace conduct and behavior. Any Staff who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action. BGCP complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of BGCP’s electronic communications equipment or systems, including e-mail and the Internet, should be directed to your supervisor.

BGCP has established the following guidelines for Staff use of the company’s technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

Confidentiality and Monitoring

All technology provided by BGCP, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of BGCP and not the Staff. In general, use of the company’s technology systems and electronic communications should be job-related and not for personal convenience. BGCP reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external business communications are considered business records and may be subject to discovery in the event of litigation. Staff must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use

Staff are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Staff may not use BGCP’s Internet, e-mail or other electronic communications to transmit, retrieve or store 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 may be transmitted. Harassment of any kind is prohibited.

Staff may not use BGCP’s computer systems in a way that disrupts its use by others, to use BGCP technology in a manner that is disparaging, abusive, profane or offensive language and any illegal

Boys & Girls Clubs of Portland Metro (“BGCP”) Annual Staff Technology & Electronics Policy Eff date: 4.30.21

activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail, and shall not download software or other program files or online services from the Internet without prior approval. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Staff should refrain from using cell phones for personal reasons to chat, text, or talk during business hours. Specifically, such cell phone use is prohibited while watching, monitoring, or supervising members. Staff working, while on duty, during business hours may use their cell phone in the event of an emergency – either for making notification or to contact emergency personnel. Additionally, calls may be made to the Senior Director of Safety & Facilities Operations.

Acknowledgment

I have read and fully understand this policy. I understand that my use of BGCP’s information and technology to communicate constitutes full acceptance of the terms of this policy and consent to monitoring without further notice.

(print name)

(signature)

(date)