



Electronic Enterprises, Inc.

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**Company name:** \_\_\_\_\_ Publication Updated: 11/1/2019

**ALL EMPLOYEES MUST READ AND SIGN A COPY OF THIS DOCUMENT**

**SAMPLE COMPANY COMPUTER USAGE POLICY**

- 1) Company computers are to be used ONLY for company work.
- 2) There is to be no checking of personal email accounts on company computers. ONLY designated \_\_\_\_\_ (domain name) email is allowed to be checked. There is no checking of gmail, yahoo, aol or any other outside email providers.
- 3) DO NOT click on links in email messages if there is any question as to what they are. For instance, if you get an email that says "check out this site..." - DON'T!! The only time you should select a link in an email is if it is for company business specifically. MANY websites are infected and can cause damage to our company computers without you knowing, and unfortunately this can include sites you need to visit such as insurance companies and other legitimate businesses. **There is no such thing as a safe website.**
- 4) DO NOT open any email attachments unless you know specifically what it is!! Viruses can be contained in Word documents, ZIP files, and every other type of file you receive as an attachment. In generic terms, JPG files are safe, about no other file type can be considered safe. IF YOU ARE NOT SURE if a link in an email or an email attachment is safe but feel it is something you may need - forward the email with the attachment to [support@eecons.com](mailto:support@eecons.com) for confidential-examination and it will be verified for safety. If you are not sure SEND IT to EECONS support, think system safety!
- 5) There is to be no visiting of any website that is not specifically for company business. This mean NO WEB SURFING.
- 6) Websites to be visited should be known in advance wherever possible, that is, do not rely on google-searches (or any other search engine) to find the site you need. Insurance company and other such sites should be known, and the URL directly typed in. Search engines can lead to incorrect sites that just happen to meet search criteria. If you know the website, DO NOT use a search-engine, TYPE the name directly in the ADDRESS box of your browser.

If your computer system is damaged due to breaking a specific company policy on personal computer usage you may be held liable for the cost to repair your system.

If you feel the need to use the Internet for personal reasons during your lunchtime or other break time, please bring your own laptop to the office with you and EECONS can help you set it up to utilize the office *wireless* internet, you may use the company internet connections for your personal work during personal time if, and ONLY if, you are using your own personal computer.

**EMPLOYEE INITIALS** \_\_\_\_\_



**COMPANY CELL PHONE USAGE POLICY**

- 1) Cell phones should not be used for personal calls during working hours; they are to only be used when on a break or lunchtime.
- 2) There will be no text messaging during working hours except when on a break or lunchtime.

**EXCEPTIONS:** These 2 policies will be flexible when communicating with spouses, children and caregivers. Please use discretion, keep messaging time short and specific to dealing only with family scheduling, ie, kid pickup times, etc., and not just communicating with others randomly. This will be monitored for abuse.

THE ABOVE POLICIES MAY CHANGED AT ANY TIME AS NECESSARY

For (company): \_\_\_\_\_  
\_\_\_\_\_

Employee Print name:

\_\_\_\_\_  
Executive Signature

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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