

Computer and E-mail Usage

WHA provides electronic mail (e-mail) and internet access for work-related purposes to specified individuals based on job need. The company requires all Employees granted such access to adhere to this and related policies to ensure proper, legal, and effective use of these electronic tools and resources.

All e-mail and internet information must comply with company policies and procedures, including, but not limited to, those on harassment, copyright law, trade secrets, confidentiality, and the company nondisclosure agreement. All e-mail correspondence must be written in a professional manner that best represents WHA. Keep the tone of e-mail messages business-like. Use proper grammar, proof, and spell-check all e-mails.

It is important to only utilize the internet for business reasons. Unacceptable use of internet resources includes, but is not limited to, the following:

- Uploading, downloading, displaying, or distributing in any manner, material which others may find offensive.
- Divulging confidential information and/or corporate data.
- Knowingly interfering with communication, computer, or internet resources.
- Using company internet resources for any non-company activities.
- The use of any software whose primary function is to encrypt files.
- The use of another person's login and password to access or create any program, file, message, or record.

Individuals who violate the acceptable use provisions may be subject to federal and/or state legal consequences, loss of access rights to the system, and/or disciplinary action up to and including termination. All electronic files and records utilizing company resources are the property of WHA and may be copied, reviewed, audited, deleted, or distributed as deemed necessary by the company.

To reduce security risks:

- Only authorized IT staff members are allowed to install software onto desktop devices and servers.
- If Employees will be away from their workstations, they should log off the network to eliminate any possibilities of inappropriate use.
- Employees should never divulge passwords or information concerning company internet access, hardware, or software. This includes writing down passwords and storing them where others may find them.
- E-mail is rarely secure. Employees should not use e-mail to transmit credit card numbers or correspondence of a confidential nature.

- Employees are not allowed to connect to, or in any way use, the WHA network with equipment not provided by WHA. (ex. personal laptops, computers, cellphones, tablets, or other electronic devices)
- Employees are not allowed to store any company information on removable media (flash drives, cdr, external hard drives, etc.) without written permission from the IT department.
- Employees are not allowed to transfer, transmit, backup, or copy company information off-site (physically or electronically) without written permission from the IT department.
- Employees are not allowed to store personal information on WHA's computer equipment. All data saved on servers or computers belonging to WHA will become property of WHA and will be subject to data manipulation and / or deletion at the discretion of WHA.
- The use of any social networking websites or services for personal use on any computer or cellphone belonging to WHA is strictly prohibited.

Social Networking

WHA recognizes that Employees may use social networking websites or similar types of media including various blogs, Facebook, Twitter, or LinkedIn during non-working hours. The use of the company internet to access such personal websites is prohibited. Exceptions may be made when the company sponsors a website for business reasons or otherwise approves a legitimate business use.

Employees who use personal websites are expected to refrain from presenting themselves as representatives of the company or from portraying the company in a negative manner. Employees are expected to always show a duty of loyalty to the company. It is also important that Employees use good judgment and discretion in when using personal websites.

Employees are expected to respect the privacy of other Employees and refrain from posting photos, opinions, or other information which may portray other Employees, the company, or others in business relationships with the company in a negative manner.

Personal websites which indicate the individual's place of employment should include disclaimers that the opinions provided do not represent the views of the company. Employees are expected to comply with copyright laws and avoid plagiarism. Company logos and trademarks may not be used without prior written consent.

Employees are reminded that information posted on personal websites can be viewed by members of the public, by others in the company, by customers or clients of the company, or by competitors of the company. Employees are expected to be respectful and avoid disparaging remarks or images about any of these individuals or companies.

These restrictions apply not only to Employees' personal websites, but to postings on other websites, including the personal websites of non-Employees. Failure to adhere to this policy will result in disciplinary action, up to and including termination.

Company Cell Phone and Telephone Usage

To facilitate the accomplishment of certain job functions or where job/business needs demand immediate access to an Employee the Company may issue a business cell phone to an Employee for work-related communications.

Company policies always apply. If an offensive or inappropriate message, picture or text is sent from or to a cell phone provided by WHA, that action will be considered inappropriate use of Company property. A phone call, message, picture, or text that is offensive or inappropriate will be investigated and may result in disciplinary action.

Telephones and cell phones provided by the Wildwood Housing Authority are to be used primarily for business purposes. Therefore, the use of WHA-owned telephone or cellular equipment to make or receive personal calls is discouraged. Any overage, long distance, roaming, data usage, texting or other charges realized by the Employee for personal calls shall be the responsibility of the Employee.

Please note that the Internal Revenue Service (“IRS”) has very strict rules regarding the taxability of Employee cell phones and devices. The IRS considers cell phones to be “listed property.” As such, the IRS requires detailed record keeping including (a) the amount of the expense; (b) the time and place of call; and (c) the business purpose for the call. The IRS can declare that all undocumented use is personal and should be taxed to the Employee as wages, even if the cell phone or device was mostly used for business purposes.

Employees in possession of Company equipment such as cell phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the Employee may be asked to produce the phone for return or inspection. Lost or stolen cellular equipment should be immediately reported to the Employee’s supervisor so that the service can be cancelled. It may be determined that all costs incurred for the replacement of lost/stolen or the repair of damaged cell phones will be the responsibility of the Employee.

All Employees are expected to always follow applicable state or federal laws or regulations regarding the use of cell phones.

All data contained on company provided phones is considered property of WHA. WHA reserves the right to inspect, copy, delete, or transfer any data contained on company provided phones at any time and for any reason.

Employees whose job responsibilities include regular or occasional driving and who are issued a Company cell phone for business use are expected to refrain from using their cell phone, hands on or hands off or similar device while driving. The use of a cell phone while driving is not required by WHA. Safety must come before all other concerns. Regardless of the circumstances,

including slow or stopped traffic, Employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations.

Employees who are charged with traffic violations resulting from the use of their Company provided cell phone while driving will be solely responsible for all liabilities that result from such actions.

The use of camera phones or other audio or video recording capable devices may constitute not only an invasion of Employees' personal privacy but may breach confidentiality of Wildwood Housing Authority trade secrets or other protected information. Therefore, the use of camera or other video-capable recording devices on a Company provided cell phone is prohibited within the Wildwood Housing Authority, unless prior permission of senior management and of the person(s) present at the time is granted.

The Wildwood Housing Authority will not tolerate inappropriate or offensive text messages, or other forms of communication. Any communication with co-workers or other business associates should be appropriate for the workplace. You are reminded that sending a text creates an electronic record of the message.

If you receive an inappropriate or offensive text message, you should report the incident to a supervisor, or other Company official. Employees are reminded that reports of inappropriate or offensive conduct are kept confidential to the extent possible. In the interests of confidentiality, Employees who receive an offensive message should not forward that message to co-workers.

Any violation of the Telephone and Cell Phone policy will result in disciplinary action up to and including termination.