



## Computer Usage Policy

Intrust Healthcare will provide employees with computer and electronic information technologies. Employees are expected to use these resources for appropriate business purposes and will take the necessary steps to secure and protect them from unauthorized use, modification, or destruction. Misuse of company resources is strictly prohibited and will result in disciplinary action and possible termination.

1. No software will be downloaded to the computer without permission from the Executive Vice President or Case Management Coordinator of Intrust Healthcare.
2. Company resources will not be used in ways that may be disruptive or offensive to others, or for outside business activities.
3. Computer, email, voicemail, or any other passwords will be maintained as company property and are highly confidential. Holders of such means of access are responsible for the consequences of disclosure to any unauthorized persons.
4. All resources provided or pertaining to Intrust Healthcare (voicemail, internet access, email) will be available to the company at all times. The company reserves the right to enter, search and/or monitor all resources of the company, including company files and electronic information without notice at any time for business purposes such as, but not limited to, investigation of theft, disclosure of confidential business information or personal abuses of the system.
5. Personal e-mail or internet usage: Intrust will permit occasional use of personal e-mail, as long as such usage does not interfere with your job responsibilities, but it should be used sparingly and with the consideration of others. Since personal messages may be accessed by Intrust without prior notice, employees should not use e-mail during company time which you would not want to be read by a third party including jokes, gossip, messages likely to embarrass the sender or emotional responses to business or work situations. Internet usage should not include the viewing of inappropriate sites during company time which are related to pornography, shopping, or personal sites such as myspace.com, etc. If you have questions regarding the appropriateness of websites, these should be directed to your supervisor.

I have read and understand the policy related to the use of company resources. All information used through these resources will be maintained with the highest level of confidentiality. I understand that by violating any of these policies disciplinary action up to an including termination will be enforced.

---

Employee/Date

---

Human Resources

---

Ex. Vice President