



## **Telephonic and Electronic Communications, Electronic Mail and Voice Mail Systems Policy and Acknowledgement**

Electronic communications equipment and services provided by Global Business Consulting Services, Inc. "GBCS", including telephone, voice mail, Internet and other external electronic communication links, whether they are on-site, mobile or remote, are provided for the conduct of the "client's" business. This means that the use of such equipment and services is only for the performance of tasks related to your job with an exception for minimal personal use.

There is no personal privacy when you use the "client's" equipment and services. All information, data or files you create or use while employed by the "GBCS" are the "GBCS's" property. The "GBCS" may monitor, copy, access or disclose any information or files that you store, process or transmit using the "GBCS's" equipment and services. This monitoring, etc., may be done for the following purposes: to verify for performance or quality; to assure compliance with the "GBCS's" policies; to investigate conduct that may be illegal or adversely affect the Firm or its employees; and, to prevent inappropriate or excessive personal use of Firm property. Monitoring may be periodic, random or continuous.

Any use of equipment or services that is inconsistent with the "GBCS's" ownership interests may be investigated. Improper use may subject you to disciplinary action, including removal from the employment and/or contract assignment, civil litigation and/or criminal prosecution. Improper use includes any use of such equipment or services for the transmission or communication of images or text consisting of ethnic slurs, racial epithets, sexually explicit material, obscenities or anything else that may be construed as illegally harassing or offensive to others based on an individual's race, national origin, religion, sex, sexual orientation, color, marital status, veteran's status, age or disability. In addition, accessing sites and "chat rooms" that feature pornography, off-color jokes, hate speech and the like is strictly prohibited and may result in immediate removal from the project and/or assignment.

I have read and understand the policy.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_