

# THE WAVE INTERNATIONAL, LLC

## Cell Phone/Internet/Computer Use Policy – Employees and Subcontractors

### CELL PHONE POLICY

You may bring your cell phone to work, if and only if you comply with the following company policy:

- 1) Personal use of cell phones is permitted during scheduled breaks and lunch only.
- 2) Cell phones must be powered OFF during work hours, except as noted above (#1).
- 3) The company or office main line may be used by family members who need an emergency contact number during work hours.

### COMPUTERS and Internet

This policy applies to all Employees and Subcontractors when they are using computers or Internet connections supplied by The Wave International, LLC (hereinafter "TWI"), whether or not during work hours, and whether or not from TWI-operated premises.

The company provides a computer for your professional use and work while on company time.

- 1) Personal use of TWI computers is not permitted.
- 2) TWI uses time tracking and workflow monitoring software that may randomly capture screen images.

Please read and acknowledge the policies above, and the following:

1. Privacy. TWI provides computers and Internet connections ("facilities") to further its business interests. Employees and Subcontractors should use TWI facilities only for TWI business. TWI has the right, but not the duty, to monitor and/or change, update or remove from service all computers, passwords, communications, content and downloads that pass through its facilities, at its sole discretion. Any information retained on TWI facilities may not be disclosed to outside parties or to law enforcement authorities.
2. Improper Activities. Employees and Subcontractors may not disseminate or knowingly receive harassing, sexually explicit, threatening or illegal information by use of TWI facilities, Internet connections or network, including offensive jokes or cartoons. Employees and Subcontractors may not use TWI facilities for personal or commercial advertisements, solicitations, promotions or for personal use.
3. Nature of E-Mail: E-mail resembles speech in its speed and lack of formality. Unlike speech, email leaves a record that is often retrievable even after the sender and recipient delete it. If you would not want others to read your messages, do not send them by email. Call instead.
4. Regular Deletion of E-Mail: TWI strongly discourage storage of large numbers of e-mail messages. As a general rule, Employees and Subcontractors should promptly delete each e-mail message that they receive after they have read it. If you need to keep a message, save it to your hard disk or print it out and save the paper copy.

\_\_\_\_\_ Employee or Subcontractor Initial

5. Intellectual Property of Others: Employees and Subcontractors may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright, trademark or patent laws. Employees and Subcontractors may not install or use any software obtained over the Internet without written permission from TWI's legal team or Tech Team Leader(s).
6. Installing Software: Hardware or Connecting to the network is strictly prohibited, unless approved by TWI Tech Team Leader(s).
7. Downloading Games: Playing Internet Games, Casino's, etc. is strictly prohibited and will result in corrective action and/or termination.
8. Report Violations: If you observe or learn about a violation of this policy, you must report it immediately to your Supervisor or the CEO. Failure to do so may result in corrective action and/or termination.
9. Login & Password(s): Employees and Subcontractors are solely responsible for your Login & Passwords, which are given to you by the Tech Team Leader. Employees and Subcontractors agree to their computer when not physically in front of your facility. Employees and Subcontractors also agree not to change, make public, or give out Logins or Passwords to anyone except: The CEO and the Tech Team Leader.
10. Letting others use your computer: Employees and Subcontractors are solely responsible for their computer(s) and are not authorize to let another person use the computer, unless they have written authorization from Tech Team Leader or the CEO. Employees and Subcontractors can contact Tech Team Leader if they feel they need to share their assigned, authorized computer.

**EMPLOYEE Acknowledgment:**

By signing on the line below, I acknowledge that I have read, understand and agree to comply with TWI's Internet/Computer Use Policy, without exception.

I understand that, if I do not comply with each of this policy I may be subject to discipline, including, but not necessarily limited to, discharge from employment. I may also be subject to legal action for damages or indemnification.

Employee or Subcontractor Signature: \_\_\_\_\_

Print your name here: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

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