# Telecommunications Systems Workplace Policy

God’s Love International (GLI) owns and maintain various systems, including but not limited to computer hardware and software, internet access, e-mail, online fax services, cellular telephones, office telephone and voicemail system, printers, scanners, and/or other communications devices to assist in conducting of business within and by the employer. Employees should limit personal use of these systems to a minimum. No personal long distance or toll telephone calls are to be charged to the employer. Where excessive personal use of company cellular telephones is identified, employees will be required to make arrangements for repayment of those costs, including execution of any necessary authorization for deduction from pay.

All information stored on GLI’s systems, including but not limited to computers, servers, networks, voice mail, e-mail, cellular and office telephones, etc. is considered property of the company. The employer reserves the right to access, audit, review, copy, disclose, and delete any messages, text, files, or images generated, sent, received, accessed or stored on these systems for any purpose and to disclose this information to any party, inside or outside the business, that it deems appropriate without prior notice.

Even voice mail, text or e-mail messages deleted or erased by an employee may not be permanently deleted from the employer’s systems, and GLI retains the right to access them for so long as the information may be obtained from any source. Based on this fact, employees and volunteers **have no expectation of privacy in these systems and are urged not to use them for messages they would not want reviewed by others.** An employee or volunteer’s use of these systems for any non-work related purposed signified his or her consent to these terms of use.

The telecommunications systems may not be used to solicit, recruit, or seek involvement for commercial ventures; religious, political, or charitable causes; outside organizations, or other non-job related solicitations. These systems may not be used to create, view, access, transmit, download, display, print, or store offensive, threatening or disruptive messages, text, or images. The telecommunications systems may not be used to threaten harm against any person or property or to harass or stalk any individual. Any messages, files, text, or images that may be considered offensive, including but not limited to those that contain sexually explicit or obscene language or content, are prohibited by GLI Policy Against Harassment.

The telecommunications systems are not to be utilized to generate chain letters, to post messages to multiple list servers, or for recreational game playing. Further, these systems are not to be used to transfer confidential, copyrighted, trade secret, or proprietary information, files, materials, images, or data, without prior written authorization.

Cellular telephones or other telecommunication devices may not be used while driving any vehicle. Employees/volunteers may only use such devices while a vehicle is safely parked – unless emergent circumstances exist, and the employee is contacting law enforcement and/or emergency services.

An employee or volunteer’s use of the telecommunications systems signifies his or her consent to these terms of use, including employer access, monitoring, and disclosure of electronic information. Any employee in violation of this policy may be subject to disciplinary action, up to and including immediate termination of employment. The fact that this policy does not specifically identify a particular site or technology does not limit the extent of the application of this policy.

**Personal Mobile and Cellular Telephones and other Telecommunications Devices**

Employees/volunteers may carry and use personal cellular telephones, or other telecommunications devices only to the extent such activity does not interfere with productivity, safety, confidentiality, or morale. Ring settings should be set to vibrate or turned off to avoid interfering with the work of others. These devices may not be used to create, view, access, transmit, download, display, print or store offensive, threatening, disruptive or confidential messages, files, text, or images while on company premises, during work time, or in the course of employment. These devices may not be used to transfer confidential, copyrighted, trade secret, or proprietary information, files, materials, images, or data of GLI agency or the clients it serves at any time.

Personal cellular telephones or other telecommunication devices may not be used while driving any vehicle. Employees/volunteers may only use such devices while a vehicle is safely parked – unless emergent circumstances exist, and the employee is contacting law enforcement and/or emergency services.

Any employee in violation of this policy may be subject to disciplinary action, up to and including immediate termination of employment/volunteering. The fact that this policy does not specifically identify a particular technology does not limit the extent of the application of this policy.

Signature

Print Name

Date