



Company Network, Wi-Fi, and Cell Phone Use

Rules apply to Employees and Contractors

Company Assets:

- Company Network – The network is in place to connect our work space, support email and web communications.
- Company Wi-Fi – The Wi-Fi connection is in place to support wireless services throughout the building.
- Company Cell Phone Booster – The cell phone booster enables cell phone use within the high bay.

All of these services are in place to help us do our job and to help connect us with customers as well as important family matters during work hours.

Use of Company Assets During Work:

- Employees should use these services for work and important communications with family.
- Please refrain from using the services for:
 - Streaming video (e.g. sports, on-line games, etc.)
 - Facebook or any other social media not ASE work related
 - Cell phone game play
 - Any other possible use that creates distractions for you or others
- It is permissible to access the web before work, at lunch, or after work – but make sure work hours are reflected in reported time entries.
- Normal levels of communications (text messages, calls, etc.) throughout the day are fine.
 - Phone calls should be placed outside and kept as brief as possible.

With responsible use of our services, the performance of our systems will be maximized and we will all be focused on efficient work activities.