



## El Rio Health Center Human Resources Policies and Procedures

### Internet Usage

#### Policy

Employees accessing the Internet are representing the company. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner.

All messages created, sent or retrieved over the Internet are the property of the company, and should be considered public information. With the exception of confidential medical data, the company reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communications and are not private. Use of any and all El Rio Health Center property is primarily for the purpose of El Rio business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.

With the exception of confidential medical data, El Rio Health Center reserves the right to retrieve and review any message or file composed sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message.

Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, all passwords are known to the Company as the system may need to be accessed by the Company in the absence of an employee.

#### Purpose:

This policy is intended to both identify the circumstances under which El Rio Health Center employees may access the Internet through Company facilities and define what the company considers acceptable use and conduct once an employee is connected to the network. Its purpose is to clearly communicate El Rio's expectations with respect to what is and what is not "acceptable use," and to minimize the risk of offensive or inappropriate behavior on the network.

#### Procedures:

Use of Internet and E-Mail provided by El Rio expressly prohibits the following:

1. Employees are prohibited from downloading software from the Internet without prior written approval of the Chief Information Officer or his/her designate. Downloading of games from the Internet is prohibited.
2. Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.
3. Sending, receiving, printing or otherwise disseminating confidential patient data, or other confidential information of El Rio.
4. Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, and disability, religious or political beliefs.
5. Sending or soliciting sexually oriented messages or images.



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6. Operating a business, or soliciting money for personal gain, searching for jobs outside of El Rio or any other personal activity.
7. Sending chain letters.
8. Gambling or engaging in any other activity in violation of local state or federal law.
9. The circulating of jokes, comics or non-job related computer graphics.

Violations of any guidelines listed above may result in disciplinary action up to and including termination. Refer to the Employee Discipline Policy for further details. If necessary the company will advise appropriate legal officials of any illegal violation.