



Computer Policy

Intent

Paws for Hope Animal Foundation (Paws for Hope) has adopted this policy to govern the use of computers such as laptops and desktops provided for business use.

Scope

This policy applies to all Paws for Hope employees, volunteers and board members (herein “representatives”) who have an electronic device owned by Paws for Hope.

Permission to use or access our Information Systems may be revoked at any time without notice. Subject to applicable laws, Paws for Hope reserves the right to access, monitor, and record activities on our Information Systems, which may include personal communications and data.

COMPANY COMPUTERS

The following general protocols apply to uses of all computing devices and software.

1. All personnel should take all reasonable precautions to prevent unauthorized access, loss, or damage to the Computer Systems, particularly to portable computing devices in their possession. Each personnel should report any unauthorized access, abnormal or malicious activities, loss, or damage to the Computer Systems.
2. Written approval is required prior to acquiring, downloading, installing, or modifying any Computer Systems or circumventing any security or control measures in place.
3. Using Computer Systems for personal use is allowed, however, any personal use of the Computer Systems and any communications and data are not private and are subject to access, monitoring, and recording by Paws for Hope, subject to applicable law.

4. All personnel are responsible for returning all Computer Systems components to Paws for Hope upon request or within 48 hours of termination.
5. No Computer Systems may be disposed without written approval from their supervisor.

Restrictions

All personnel are strictly prohibited from engaging in any of the following activities without written approval:

1. Compromise the security or disrupt the normal functioning of the Computer Systems in any manner, including, but not limited to:
 - a. activating, disabling, uninstalling, or altering the configurations of any Computer Systems;
 - b. activating, downloading, installing, attaching or using any unauthorized hardware or software;
 - c. attempting to bypass the security;
 - d. introducing malicious code into the Computer Systems;
 - e. using or downloading peer-to-peer (P2P) file sharing programs
2. Use Computer Systems in connection with any violation of laws or Paws for Hope policies; any breach of privacy or confidentiality obligations; or any inappropriate activities or harassment.
3. Disclose, transfer, or store any of sensitive or proprietary information to any external party, including through data storage services, including cloud storage.

SOFTWARE

Restrictions

All personnel are strictly prohibited from engaging in any of the following activities without approval:

1. Install, use, reproduce, download, or distribute any copyrighted, trademarked or patented material, including any third party software, without securing appropriate licenses or other authorizations.
2. Commit any other violation of any license agreements, copyright laws, trademark laws, patent laws or other intellectual property laws.

GENERAL RESPONSIBILITIES

All personnel should:

- 1. Keep the Information Systems, as well as any records stored on the Information Systems, secured and intact. Sensitive or proprietary information should be kept confidential.
- 2. Prevent and promptly report any unauthorized access to or use of the Information Systems and unauthorized sharing of the Company’s information.
- 3. Observe appropriate workplace discretion in their use of the Company’s computer systems and Internet access.
- 4. Promptly report all suspected or actual incidents of unauthorized access, theft, loss, or damage.
- 5. Exercise prudent judgement and comply with applicable laws and policies

Subject to applicable laws, including privacy laws, all information created, modified, transmitted, or stored on or by using any component of the Information Systems, including any personal communications or data, may be monitored, recorded, and reviewed by the Company, or disclosed as required by law or in the event of litigation, or audited, without prior notice to the relevant personnel.

Acknowledgement and Agreement

I, (Employee/Volunteer Name), acknowledge that I have read and understand the Mobile Phone Policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy as well. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including the termination of my employment, and any legal action pursued by Paws for Hope.

Name: _____

Signature: _____

Date: _____

Witness: _____