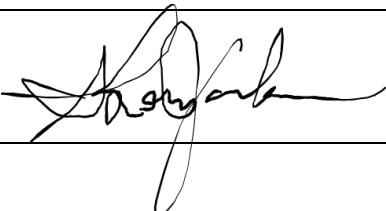


Mission Hope Foundation	Policy Title:	General Board Authorized:	YES
	Electronic Usage Policy	ESERN:	OP200-06

Employees/Contractors are not to use Mission Hope Foundation electronic devices and internet for personal use. Accessing pornographic or hate Web sites will be grounds for immediate dismissal and/or contract dissolution. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, national origin, religion, age, disability, or other characteristics protected by law) or that violates the practice's equal employment opportunity policy and its policies against sexual or other types of harassment may not be downloaded from the Internet or displayed or stored in the organization's electronic devices.

The e-mail system is the private information system of the organization. Individuals using this system expressly consent to monitoring of their activities. Personal e-mail should be checked at personal time. Anything transmitted by, received from, or stored in the e-mail system is the property of Mission Hope Foundation. Employees should have no expectation of privacy in the use of the e-mail system or the Internet, or the transmission, receipt, or storage of information in that system. Violation of this policy shall result in the appropriate disciplinary action up to and including dismissal and/or contract dissolution.

Mission Hope Foundation, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employee/contactor. Mission Hope Foundation intends to enforce this policy but reserves the right to change it at any time as circumstances require.

Authorization Signature		Date: 8/16/23
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