



Computer, E-mail and Internet Usage Policy

Objective

Aquavista of Panama City Beach Condo Owners Association (Aquavista) recognizes that use of the Internet and e-mail is necessary in the workplace, and Aquavista personnel (to include any direct Aquavista employees and independent contractor staff who are assigned to Aquavista) are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place Aquavista and others at risk. This policy outlines the guidelines for acceptable use of Aquavista's technology systems.

Scope

All contracted staff are expected first to comply with all policies with regard to internet, e-mail, and other electronic use as stated by their employer. Any direct Aquavista employees or contracted personnel utilizing electronic equipment on-site are expected to comply with additional policies stated herein. Independent contract vendors are expected to inform their employees assigned to Aquavista regarding the contents of this policy.

This policy must be followed in conjunction with other Aquavista policies governing appropriate workplace conduct and behavior. Any personnel who abuse e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access through any Aquavista-provided systems and, if appropriate, be subject to disciplinary action up to and including termination. Aquavista complies with all applicable federal, state and local laws, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in any applicable employment laws.

Questions regarding the appropriate use of Aquavista's electronic communications equipment or systems, including e-mail and the Internet, should be directed to your supervisor.

Policy

Aquavista has established the following guidelines for use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

Confidentiality and Monitoring

All technology provided by Aquavista, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of Aquavista and not the person using such provided technology. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Aquavista reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Personnel must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use

Aquavista personnel are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Personnel may not use Aquavista's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than Aquavista may not be transmitted by personnel on the company's network without permission of the copyright holder.

Personnel may not use Aquavista's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Personnel are prohibited from downloading software or other program files or online services from the Internet without prior approval from the supervisor or board member. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

All personnel are responsible for the content of all text, audio, video or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else.

I have read and fully understand this policy. I understand that my use of Aquavista's information and communication technology constitutes full acceptance of the terms of this policy and consent to monitoring.

(Signature)

(Print name)

(Date)