

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 217**

**SUBJECT: USE OF ELECTRONIC COMMUNICATIONS**

**PURPOSE:**

To clearly define acceptable use of electronic communications/devices

**POLICY:**

1. Egyptian Electric adheres to the principal that effective communication is the cornerstone of successful cooperative operations. To maintain public trust and credibility, Egyptian Electric endeavors to speak with a consistent voice about its operations, events, actions, and policies. Egyptian Electric uses several forms of communication: written, visual, oral, and electronic.

Egyptian Electric's electronic communications systems are defined as internal electronic mail (e-mail), Internet e-mail, faxes, telephones, text messages, Twitter (and other social media), and the Internet. Egyptian Electric makes these systems available to assist employees in carrying out cooperative business. Egyptian Electric has a strong interest in maintaining its reputation and standards of professionalism in the use of electronic communications systems by employees, including access to and participation in Internet discussion groups, Internet home pages, voice, facsimile, and e-mail broadcast facilities. Accordingly, Egyptian Electric can and will monitor the use of and access any records and/or information contained in company electronic communication systems. Egyptian Electric expects employees to take all necessary steps to ensure that any messages sent, received, or stored on Egyptian Electric electronic communication systems that constitute confidential or privileged information are treated in accordance with Egyptian Electric's confidential information policies. Employees should transmit confidential information only to those persons with a legitimate business need for access to such information.

2. To maintain Egyptian Electric's reputation and standards of professionalism, employees shall follow these guidelines:

**A. Internet:**

Internet usage is defined as accessing, viewing, copying, or downloading information from Internet sites. Those employees with Internet access (as given authority by their supervisor) will use Internet access for Egyptian Electric's business. Employees should not use the Internet in a "non-business" or "improper" manner. **Non-business** use would be defined as any usage of the Internet, during normal business hours, that is not directly related to the performance of the employee's position or Egyptian Electric function. **Improper** use would be defined as any usage of the Internet, at any time of the day or weekend, to view or access pornographic or otherwise socially and morally unacceptable information such as offensive, sexually oriented, disruptive, discriminatory, or harassing information.

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**Improper** use of the Internet is strictly prohibited at all times while on any Egyptian Electric property or resource.

**B. Email:**

Employees are expected to use professional and personal courtesy when using Egyptian Electric electronic communication systems. Those employees with Email access (both internal "Outlook" Email and Internet Email) should limit their usage of this resource to business uses primarily. While Egyptian Electric does not wish to prohibit personal use of this resource, all employees do need to be considerate of others and of our Information Systems resources. Specifically, employees should limit the amount of "junk mail" that is sent throughout the company- especially those emails with large attachments such as photographs, movie, and sound files. Any **Improper** use of Email, as defined above under "Internet", is strictly prohibited at all times. Employees must not send any communications that are in violation of the law or company policies, including but not limited to, the transmission of defamatory, obscene, offensive, discriminatory, criminal, harassing, or messages the disclose personal information about others without authorization.

**C. Electronic Communication Devices:**

Any electronic communication devices owned by Egyptian Electric are to be used for the performance of the respective employee's job duties. As with any resource owned by Egyptian Electric, these items are meant for business use only. The installation of software not intended for business use, such as games or other programs, is strictly prohibited. Employees needing to install business related software are strongly encouraged to contact the Staff Supervisor prior to installation. Electronic communication devices, as with offices and cubicles, are normally "off limits" to all unauthorized employees. Please do not use another employee's electronic devices without his/her specific consent or authorization of the immediate supervisor. **Improper** use, as defined above under "Internet", of electronic communication devices is strictly prohibited at all times.

**RESPONSIBILITIES:**

**A. Employees**

By using Egyptian Electric's electronic communication systems to send, receive, or store information, the employee accepts responsibility for complying with this policy. Misuse of the electronic communication systems and violations of this policy may be cause for disciplinary action up to and including termination of employment.

**B. Managers and Supervisors**

1. Should there be a question of inappropriate or excessive personal use of Egyptian Electric's electronic communications systems by an employee, the

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employee's manager or supervisor should first discuss the problem with the employee to ensure that there is understanding of and compliance with Egyptian Electric's electronic communications policy.

2. The employee's manager or supervisor, in consultation with the Executive Vice-President/General Manager, shall be responsible for determining appropriate disciplinary action resulting from non-compliance with Egyptian Electric's electronic communications system.

**C. Information Systems**

It is the practice of Egyptian Electric to randomly and periodically monitor all Internet activity. At any given time, without the knowledge of the employees, we can and will monitor all Internet activity, including but not limited to, email. All Web page access is logged and reviewed periodically. Additionally, sites that are found to have been visited by employees and are deemed **Improper** are added to a "ban list" and the appropriate supervisor is notified of the activities. When these sites are again accessed, the employee will receive an "Access Denied" message and this activity is immediately logged and again reported to that employee's supervisor. PC's will also be randomly reviewed and checked for inappropriate and improper software installations.

The Staff Supervisor has and retains authority to access all Egyptian Electric electronic communication systems and resources to perform these duties.

Adopted: 8/24/2004  
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Attested: Gilbert Kroening, Secretary  
Attested: Kevin Liefer, Secretary