

TracSoft Voice Mail, Email and Internet Usage Policy

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Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting TracSoft business. Some job responsibilities at TracSoft require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for TracSoft purposes, may use the Internet or access additional software.

Software Access Procedure

Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by the IT department. If you need access to software, not currently on TracSoft network, talk with your supervisor and consult with the IT department.

Internet Usage

Internet use, on TracSoft time, is authorized to conduct TracSoft business only. Internet use brings the possibility of breaches to the security of confidential TracSoft information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside TracSoft, potential access to TracSoft passwords and other confidential information.

Removing such programs from TracSoft network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may TracSoft computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Email Usage at TracSoft

Email is also to be used for TracSoft business only. TracSoft confidential information must not be shared outside of TracSoft, without authorization, at any time. You are also not to conduct personal business using TracSoft computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste TracSoft time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at TracSoft. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

TracSoft Owns Employee Email

Keep in mind that TracSoft owns any communication sent via email or that is stored on TracSoft equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.