

<b>STATEMENT of POLICY and PROCEDURE</b>			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	Jan 30, 2017
Subject	3.2.11 Equipment and Resources		
Subject	Internet Services		
Attachments	Appendix A: Staff Code of Ethics and Conduct		
Reference	3.2 Human Resources: Staff Conduct		

**Purpose**

ESCC provides equipment and resources to staff and requires these resources to be used in the best interest of the organization.

**Policy**

All ESCC equipment and resources (computers, photocopiers, projectors, etc) will only be used for ESCC related activities.

**Responsibilities**

The Executive Director is responsible for the ESCC equipment and providing direction to staff on its appropriate use.

**Procedures**

**Internet Services**

Internet services accessed through any ESCC-funded connection, must be used exclusively for ESCC related activities. Viewing of any material using the Internet must be limited to material relating to position responsibilities.

When using any electronic form of communication at work a person is considered to be a representative of ESCC. (See 3.2.4 Staff Conduct)

**Staff Code of Ethics and Conduct**

Persons are considered a representative of the ESCC on the Internet whenever they identify themselves as an employee of the ESCC, or if they indicate any other connection with the ESCC.

Browsing the World Wide Web is permitted, but must be limited to accessing information directly related to an employee's job functions and to the ESCC or related business.

"Posting" a message in any public forum should be considered equivalent to publication in traditional media such as newspapers and television. This policy includes MSN Messaging and all similar and /or future technologies.

All communications must be conducted in such a way as to never knowingly misrepresent the ESCC, its mandate, its operations or partners. Violations of the policies can result in progressive discipline.