BENCO ELECTRONICS PROPERTY, INTERNET AND E-MAIL

PURPOSE
To establish policies, procedures, and/or standards to govern employees use of Benco's computers, laptops, travel drives, cell phones, internet/email/s-comm usage, user ID's and passwords. This policy applies to all users of Benco's computing resources, whether specifically located on Benco property or from a remote location.

DEFINITION
Therap- a Web based program designed to provide companies with an electronic documentation system for supporting Adults with Intellectual and Developmental Disabilities.

SComm-Therap's email communication that is only used through Therap.

Internet- an electronic communications network that connects computer networks and computer facilities around the world.

MOBILE DEVICES
Travel Drive- an item that contains data but cannot function on its own.

Laptop-a mobile computer that can be connected to the internet, contain data, provide email access and be used for word processing, etc.

Pager cell phone- cell phone provided by Benco for employees to have a person to contact in case of emergencies, employee's calling in sick, questions, etc.

Mobile devices will be kept on an employee's person or under an employee's surveillance whenever possible. When not under direct surveillance, mobile devices will be kept in a secure environment. Do not leave mobile devices in automobiles exposed to really hot/cold weather and possible theft. mobile devices or removable media taken off Benco premises should not be left unattended in public places. Lost or stolen mobile devices must be immediately reported to the supervisor.

USER ID'S AND PASSWORDS
Passwords are not to be shared. Each employee is responsible for maintaining the confidentiality of their password.

A user's password will be changed if it has been compromised.

With the exception of Program Coordinator's, ~~RN Consultant~~ and Administrative Staff, employees may not access Therap from their own personal computer devices such as (smart phones, laptops, desktops, net books, ipad's or similar device's).

Therap is only to be used for resident documentation/business purposes.

CONFIDENTIALITY

Employees are prohibited from posting resident photos or references to residents or any information about residents on the internet, in email, social networking sites or any public places. Resident confidentiality must be maintained at all times. Benco provides equipment and internet access to be used by its employees primarily for business purposes. Because of the public nature and multi-media capability of the internet email/s-comm every employee has a responsibility to safeguard Benco's image and to use the internet/email/s-comm in a responsible and productive manner.

Employees are not to attempt to circumvent data protections or other security measures. Employees are not to perform modifications or repairs to any Benco computer, laptop, travel drive or cell phone or make any unauthorized upgrades, including installation of software or applications. Occasional personal use is allowed to the extent that it is legal, does not affect the employee's job performance or negatively affect Benco.

Employees should not assume electronic communications are private, and by using Benco internet, email/s-comm, travel drives, computers, laptops and cell phones, employees are consenting to having such use monitored by Benco. Benco may review internet, email/s-comm, travel drives, computers, laptops and cell phone activity at any time. Benco will, in response to a lawful demand from law enforcement authorities or from parties to a lawsuit produce requested information, which may include internet and/or email/s-comm activity log files or any data contained on Benco computers, laptops, travel drives and cell phones. Employees are not to read another employee's email/s-comm without their knowledge and/or permission.

Participation in social media internet sites, such as face book, twitter, blogs, chat rooms, news groups is not allowed when using Benco property. Email/s-comm give employees an unprecedented ability to communicate on behalf of Benco. Therefore, employee's must do so with the greatest sense of responsibility, integrity and professionalism. All messages created, sent and received via email/s-comms are the property of Benco. Employees may receive unsolicited, junk email (SPAM). Employees are directed to delete such email messages without opening them.

Using Benco internet/ email/s-comms as a means of harassment is strictly prohibited and is a violation of Benco's Harassment Policy. Harassment may include, but is not limited to, the following:

1. Mail Bombing-sending large numbers of messages to an individual or group.
2. Sending inappropriate email/s-comm messages including but not limited to:
   (a) Hate messages-derogatory or inflammatory remarks about an individual's race, age disability, religion, national origin, physical attributes, or sexual preference.
   (b) Sexual content-Textual, audio or video messages containing pornographic material.
3. Placing another employee's name on a mailing list.

Sexually explicit material may not be viewed, archived, stored, distributed, edited or recorded on Benco's computing resources. Benco may, at its sole discretion, block access to internet sites that contain inappropriate or sexually explicit material. If an employee finds they are connected accidentally to a site that contains inappropriate or sexually explicit material, the employee must disconnect from that site as soon as they identify it as such and notify their supervisor.

Discipline for non-compliance of this policy may range from a verbal warning to temporary revocation of internet/email and/or computer/laptop, travel drive or cell phone access or possible dismissal from Benco.

Employees will be required to pay for Benco property that they deliberately damaged or destroyed. Neglect, misuse or damage to Benco's property will result in immediate corrective action.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

Date: 5/7/26