

ELECTRONIC, TELEPHONIC AND OTHER COMMUNICATION

All electronic and telephonic communication systems (including e-mail, voice mail, text messages, etc.) and all information transmitted by, received from, or stored in company systems are the property of Nurses & Company, and as such are to be used solely for job related purposes. The use of any software and business equipment (including, but not limited to, facsimiles, desk top and laptop computers, personal digital assistant devices, smart phone devices, and copy machines, Internet use) for private non-business purposes is strictly prohibited, unless expressly permitted by management.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with Nurses & Company's legitimate business interests, authorized representatives of Nurses & Company can monitor the use of such equipment from time to time. Audits can be done if there is reason to suspect inappropriate usage. Forms of monitoring may include but not be limited to review of email records, records of cellular phone records, Internet usage including browser history and cookies, voice mail usage, software installation.

Employees will have no reasonable expectation of privacy regarding any message, communication or other information recorded or stored on a company cell phone or other company issued and owned equipment.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior authorization from a Supervisor or Administrative staff. All pass codes are the property of Nurses & Company. No employee may use a pass code that has not been issued to that employee or that is unknown to management. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Employees are expected to listen to and respond to their voice mail messages within an acceptable time frame. The purpose of our voice-mail system is to increase productivity; reducing time wasted with telephone tag and lost memos.