

INTERNATIONAL INSTITUTE OF COSMETOLOGY

USE OF COMMUNICATIONS AND COMPUTER SYSTEMS POLICY

International Institute of Cosmetology's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other International Institute of Cosmetology policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of International Institute of Cosmetology systems.

International Institute of Cosmetology may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when International Institute of Cosmetology deems it appropriate to do so. The reasons for which International Institute of Cosmetology may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that International Institute of Cosmetology operations continue appropriately during the employee's absence.

Further, International Institute of Cosmetology may review Internet usage to ensure that such use with International Institute of Cosmetology property, or communications sent via the Internet with International Institute of Cosmetology property, are appropriate. The reasons for which International Institute of Cosmetology may review employees' use of the Internet with International Institute of Cosmetology property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that International Institute of Cosmetology operations continue appropriately during the employee's absence.

International Institute of Cosmetology may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

International Institute of Cosmetology's policies prohibiting harassment, in their entirety, apply to the use of International Institute of Cosmetology's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law. Further, since International Institute of Cosmetology's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

I have read and understand the above policy and agree to abide by its guidelines.

Employee Signature

Date