

## COMPUTER, ELECTRONIC MAIL AND ON-LINE SERVICE USAGE

The purpose of this policy is to set forth the expectations which employees should have and the rules that employees should follow in their use of mail, the computer, any electronic mail ("e-mail"), Internet service ("Internet") or any other social media provided by Yankee Rebel Tavern & Horns Bar or available on or through any computer owned or operated by the employer. Mail received is not "personal" if it is mailed to the Company regardless of whether an employee's name is on it or not. The computer, e-mail, social media or Internet service provided by or through the Company is intended to facilitate the performance of duties by employees on behalf of the Company and its customers. It is not a personal or private mail system. The Company owns the computer hardware and is the owner or licensee of the computer software on or through which such e-mail and Internet service is operated. For that reason, all messages, documents and other information created, sent or received by any employee on a Company computer, e-mail or Internet system is the property of the Company and may be accessed, reviewed and disclosed by the Company at any time, without prior notice or consent from the employee or the party from whom a transmission is received. Disclosure may include, but is not limited to, disclosure to law enforcement, regulatory or other governmental officials. Additionally, such messages, documents or information may be subject to compulsory disclosure by third parties through lawful judicial process.

While the Company reserves the right to monitor and review computer documents and files, e-mail and Internet communications transmitted from or received on its computers or computer system when and as it deems such monitoring and review to be appropriate, it does not intend to regularly review employee's e-mail or Internet communications for compliance with this policy or the rules outlined below. Employees are permitted limited personal use of their computer, e-mail and Internet system, subject to the rules set out below. However, under no circumstances should an employee expect or understand that any message sent by the e-mail, Internet service or any other social media is confidential. If an employee has private communications which need to be sent via e-mail or the Internet, the employee should obtain his or her own computer equipment and software through which such communications can be made during non-work time and away from the work place.

The Company does not authorize or consent to any employee using the Company name or any information regarding or obtained from the Company through the employee's employment with the Company at any time, on the employee's own computer. Employees are strictly prohibited from using the Company's name, any information regarding the Company or any misrepresentation of Company information on a personal blog, website, e-mail, facebook or any social media or computer system. Additionally, by utilizing the computer system, e-mail or Internet service provided by the Company, employee consents and agrees to this arrangement and to abide by the rules stated below. Failure to adhere to these rules or this policy may result in corrective action up to and including immediate discharge.

1. No non-business commercial message may be sent, displayed, written or forwarded on the e-mail, Internet system, facebook, website, or any other social media unless it relates to and is intended to benefit the Company and has been approved in writing by Human Resources.
2. No offensive or disruptive message or material may be sent, displayed, written or forwarded on the e-mail, Internet system, facebook, websites or any other social media. Offensive or disruptive messages or materials include, but are not limited to, those which are sexually suggestive, abusive, harassing, obscene, profane messages or those which are discriminatory

in nature and are based upon race, color, creed, national origin, height, weight, age, disability, genetic information, family medical history, marital or veterans status.

3. No copyrighted materials are to be sent, displayed, written or forwarded on the e-mail, Internet system, facebook, websites or any other social media. Any materials properly downloaded from the Internet which are subject to copyright must be reduced to hard copy and treated in the same manner as any other copyrighted product.
4. No material or information about the Company or its operations is to be sent, displayed, written or forwarded by e-mail, Internet system, facebook, websites or any other social media, which the sender/forwarder knows or has reason to believe is inaccurate, inappropriate or unlawful.
5. No employee should transmit, display, write or forward confidential Company information to outside individuals or companies not authorized to receive that information. Confidential information should not be forwarded, written or displayed internally to other employees who have not been authorized to receive the information. Confidential information should never be left unattended or visible on your computer.
6. No employee may access or review the computer system, e-mail or Internet communications of another employee except as part of an authorized monitoring program conducted pursuant to this policy.
7. No employee may utilize the e-mail, Internet system, the Company's network or any individual documents or social media using a password or encryption system which has not been approved by Human Resources.
8. Any employee with knowledge of any violation of this policy is obligated to report the violation in writing to Human Resources.

Because many people have access to and may make use of the computer system, e-mail, facebook, websites, Internet system and other social media, the statements and views expressed there may not be the views or opinions of the Company. Neither the presence of a statement on the e-mail/Internet system, facebook, websites or other social media nor the failure to remove the statement from that system or social media constitutes adoption, endorsement or acquiescence by the Company of or to that statement.

Each employee is responsible for their computer and its appearance. This includes dusting off the back of the monitor and keyboard on a weekly basis with a can of air. The monitor screen should be kept clean with a proper screen cleaner.

### **Storing and Deleting Emails**

Yankee Rebel Tavern & Horns Bar strongly discourage the storage of large numbers of e-mail messages for a number of reasons. For example, e-mail messages often contain confidential information, and it is desirable to limit the distribution and availability of this information to protect the Company's proprietary information. Second, retention of messages fills up large amounts of storage space on the network and computers and can slow the performance of both the network and individual computers. Finally, should the Company need to do a search for genuinely important documents, the fewer documents that are retained, the more economical the search will be. The Company retains the sole and exclusive authority to implement policies regarding retention, preservation and destruction of electronic information. E-mail files should have a history of no more than 30 days. Employees seeking guidance regarding this policy should contact Human Resources.

## **Information Hold**

From time to time it may be necessary for the Company to suspend retention and deletion policies regarding electronic information in order to comply with its legal obligations. This is normally referred to as a "Litigation or Information Hold." Employees who are notified of a "Litigation or Information Hold" are expected and required to conform their conduct to the terms of the "Litigation or Information Hold," including suspending any routine or periodic actions or activities that might result in the loss or deletion of electronic information within the scope of the Litigation/Information Hold.

Employees may not use any data shredding, scrubbing or erasure application, whether electronic, magnetic or mechanical in nature, with respect to computer, e-mail or Internet systems unless authorized to do so in writing signed by a Senior Executive Officer/Owner of the Company. Employees may not defragment, reimage, replace, compress or otherwise alter the form and content of any permanent storage or memory device (such as computer hard drives, flash drives, compact discs, diskettes, external hard drive or memory cards) that is part of the Company's computer, e-mail or Internet systems except with the prior written consent of Human Resources. Routine and customary deletion of electronic information, consistent with the Company's policies and practices and not in violation of a Litigation/Information Hold, does not fall within the scope of this paragraph.

Employees may not access the Company's computer, e-mail or Internet systems using any wireless device or system except for the benefit of the Company and if approved in writing by the President. Employees who use personal electronic equipment such as their home computer, personal digital assistant or a smart-phone to access the Company's systems are required to handle and preserve all electronic information in compliance with this policy notwithstanding the fact that the equipment is owned or possessed by the employee. To minimize unwanted intrusions upon disclosures of private or personnel information, employees are encouraged to only use Company provided equipment.