

POLICY ON E-MAIL AND INTERNET USE

SEIU 1021 has established this policy to ensure that all persons with an SEIU 1021 email account use the electronic mail system and connections to the Internet in an efficient, ethical, and lawful manner. This policy applies to both internal and external electronic mail, and it applies to all usage of the SEIU 1021 electronic mail system and computers. SEIU 1021 reserves the right to change this policy as circumstances and experience require.

The primary purpose of the electronic mail system and the Internet connections provided by SEIU 1021 is to facilitate SEIU 1021 business. The use of these resources should bear a legitimate relationship to SEIU's business. SEIU 1021 reserves the right to revoke or limit the electronic mail or computer privileges of any SEIU 1021 email account holder for any infraction of this policy.

The electronic mail system and the Internet connections provided by SEIU 1021 exist solely for the use of SEIU 1021 employees and officers. Access to or use of these resources by any other person must be expressly authorized. SEIU 1021 email account holders are responsible for all activity attributable to their accounts. They should not share system or electronic mail passwords with anyone. For the same reason, they must log out of the system and/or turn off any SEIU 1021 computer after completing a session.

SEIU 1021 email account holders should use the same care in drafting e-mails as they use for any other written communication. Anything created or received via the SEIU 1021 email system may, and likely will, be reviewed by others. In addition, such material is subject to disclosure in any dispute or litigation to the same extent as other forms of written communications.

Persons using SEIU 1021's electronic mail systems and computers do not have a personal privacy right in their use of these systems. No privacy or confidentiality may be expected in any electronic mail message even if the message is marked "personal" or "confidential". If they password protect any files or documents on an SEIU computer, they must give a list of the files, documents, and associated passwords to the Information Technology Department. SEIU 1021 reserves the right to monitor Internet usage on SEIU 1021 computers and usage of the union's electronic mail systems (including the right to audit any messages composed, sent, or received) for compliance with this policy and for administrative, business, or legal reasons.

SEIU 1021's electronic mail systems and computers must not be used in an offensive, unlawful, or inappropriate manner or in a manner disruptive to the work of SEIU 1021. In general, material—including language, pictures, video, and sound—that would be offensive in person is equally offensive when depicted on a computer screen, contained in an electronic mail message, or posted on an electronic bulletin board.

SEIU 1021 reserves the authority to terminate the right of any person to use the SEIU 1021 network at any time when SEIU determines, in its sole discretion, that such person has violated these terms of usage or has otherwise used the network in a way that is inconsistent with the goals and purposes of SEIU 1021, its affiliates and members.

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