

6 - 14 59 USE OF COMPUTER AND OTHER ELECTRONIC EQUIPMENT

HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	SUBJECT: Use of Computer and Other Electronic Equipment
	POLICY NUMBER: 59
APPROVED:	PAGES: 1 of 4
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JANET WOODFIN	DATE REVIEWED/REVISED: 10/21/21

GENERAL POLICY:

Computer and other electronic equipment belonging to or leased to Montefiore Einstein Advanced Care may only be used for Montefiore Einstein Advanced Care business or for a purpose authorized by the Executive Director and Human Resources. All electronic documents or communications created, stored or transmitted using Montefiore Einstein Advanced Care equipment are the property of Montefiore Einstein Advanced Care. Montefiore Einstein Advanced Care may access documents or communications stored in its devices or property or in its systems (with or without advance notice) whenever warranted by business need or legal requirements. Montefiore Einstein Advanced Care reserves the right to monitor its systems for accounting purposes, to ensure proper use, or to detect security violations.

Personal use of Montefiore Einstein Advanced Care devices or equipment requires the approval of a Vice President and will be approved only if such use is clearly insignificant, does not interfere with Montefiore Einstein Advanced Care interests and does not involve incremental cost. Downloading games or non-business programs onto Montefiore Einstein Advanced Care systems is specifically prohibited. In addition, personal use activities may never include: solicitations of Montefiore Einstein Advanced Care Associates; providing information about, or lists of Montefiore Einstein Advanced Care Associates or patients to others; commercial, political or religious solicitations; exchange of threatening, hostile, inappropriate or offensive communications; or sending or replying to chain letters. Any questions concerning the use of Montefiore Einstein Advanced Care devices or computing resources should be discussed with your Supervisor.

Personal licensed copies of software should not be installed on a Montefiore Einstein Advanced Care owned computer by any Associate. Only software issued and maintained by Montefiore Einstein Advanced Care should be used on Montefiore Einstein Advanced Care devices.

POLICY APPLICABLE TO:

All Associates.

PROCEDURE:

When using electronic mail:

- Do not send electronic mail so that it appears to come from someone else;
- Do not send unsolicited advertising via electronic mail;
- Do not send or store any material that would be considered threatening, inappropriate, offensive or disrespectful of others.
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- When using the Intranet and Internet:
 - Use only services you have authorization to access. Do not attempt to get into open Internet systems or server ports without prior authorization;
 - Always present yourself as yourself;
 - Do not access or place any material on the Intranet or Internet that would be considered inappropriate, offensive or disrespectful to others.

Numerous web sites contain or distribute materials that are objectionable in the workplace. While it is impossible to list every objectionable web site or form of objectionable material, some clear examples include: illegal conduct or sexually explicit images or related material, sites that advocate illegal activity, or sites that advocate intolerance for others. Montefiore Einstein Advanced Care Associates should not access such web sites or distribute or obtain such material through Montefiore Einstein Advanced Care's intranet or equipment. Questions concerning other inappropriate web sites or objectionable material should be discussed with your Supervisor.

Other electronic equipment, such as voice mail, telephone, telefax, photocopy equipment and recording devices, is also limited to business use and subject to the standards of conduct stated above. No Associate may use Montefiore Einstein Advanced Care equipment or property in a manner that could be construed by others as harassment or offensive based on race; color; religion; creed; national origin; alienage or citizenship status; age; sex; gender; actual or presumed disability; history of disability; sexual orientation; gender identity or expression; sexual and other reproductive health decisions; genetic predisposition or carrier status; pregnancy; military status or service; familial status; marital or partnership status; arrest or conviction record; caregiver status; credit history; unemployment status; salary history; status as victim of domestic violence, sexual violence, or stalking; or any other characteristic protected by law.

Anyone who has a password for any electronics must maintain the integrity of that password. A password is for the exclusive use by the person to whom it is issued. It is an electronic signature; thus, a password connects computer use to the person it identifies. Every Associate is responsible for computer use and information accessed with his/her password. A password must not be shared, and must be guarded to prevent inadvertent disclosure to and use by another person.

Compliance with this policy is a condition of continued employment. Violation of this policy may result in disciplinary action including termination.

All Montefiore Einstein Advanced Care Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by Montefiore Einstein Advanced Care's Executive Director or designee, with or without notice. Exceptions do not invalidate the basic policy.