

LOVE AT FIRST BITE



Catering

Policies / Procedures / Processes

Team relevance	All Love at First Bite Catering staff
Policy definition	Computer usage policy
Responsibility	Operations Manager
Date updated	8/28/2017
Policy	<p>Objective</p> <p>Love at First Bite Catering recognizes that use of computers, the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use these tools appropriately. Unacceptable use of the Internet and e-mail can place Love at First Bite Catering and others at risk. This policy outlines the company's guidelines for acceptable use of company computers, Internet and e-mail.</p> <p>Scope</p> <p>This policy must be followed in conjunction with other Love at First Bite policies governing appropriate workplace conduct and behavior. Love at First Bite Catering complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.</p> <p>Use Guidelines</p> <p>Love at First Bite Catering has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner. Love at First Bite Catering is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information assets. The basic regulations for using Love at First Bite Catering computer systems are as follows:</p> <ul style="list-style-type: none">➤ Love at First Bite Catering computers are intended for business use only

- All technology provided by Love at First Bite Catering, including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the employee.
- Love at First Bite Catering may access any information created, transmitted or stored on its information systems, computers or other company owned software, hardware or cloud environments - whether onsite or offsite
- Because all the computer systems and software, as well as e-mail and Internet connections, are the property of Love at First Bite Catering, all company policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws
- Internet usage is for business use only - this is inclusive of, but not exclusive to, personal facebook, pinterest, online shopping and job search activities.
- Love at First Bite Catering provides email accounts to its employees for business use only
- Company proprietary information must be protected - any copying of records, or malicious deletion of records may result in disciplinary action up to and including termination
- Instant messaging services may be provided to ease communication between employees— non-business use is prohibited
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited— violations may result in disciplinary action up to and including termination. Harassment of any kind is prohibited.
- Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Love at First Bite Catering or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Please use the computers responsibly and contact your direct supervisor with any questions regarding appropriate usage.

Notes

