

[COMPANY]
INTERNAL TELECOMMUNICATIONS POLICY

1. Ownership: Unless otherwise specifically identified by make, model and serial number as listed on the Employee Equipment Schedule attached hereto as Schedule "A", which items are acknowledged to be the property of the Employee named on the said Schedule "A", all computers, modems, telephone and electronic communications hardware and software on the Company's premises, including e-mail access, voice mail systems and Internet access, (the "Equipment") and all information transmitted by, received from, or stored on the Company's equipment (the "Information") are the property of the Company.

2. Use of the Equipment and Information: During the performance of his or her job, or when using any of the Company's Equipment or Information at any time, all employees shall be expected to use the same in a professional and responsible manner, and shall not use any of the Equipment or Information for any illegal, obscene, libelous, fraudulent, malicious or inappropriate manner.

3. Monitoring Usage: The Company has the right to perform random monitoring of the use of the Equipment and information, and to review employee messages to ensure that usage of the Equipment and Information does not violate either the Company's policies or any applicable laws.

4. Personal Use: An employee shall be allowed to make reasonable personal use of the Equipment and Information so long as:

- (a) such personal use does not impact on the employee's performance of his or her duties;
- (b) there is no direct cost to the Company as a result of such personal use unless prior authorization to incur such cost has been obtained;
- (c) if any direct cost is incurred by the Company, the employee shall reimburse the Company for the same.

5. Voice Mail and E-Mail Messages: Company employees shall handle their voice mail and e-mail messaging as follows:

- (a) all messages are to be responded to within an acceptable time frame, in no case to exceed [time period];

THIS IS A 2-PAGE FORM.