

COMPANY EXPECTATIONS INCLUDING ACCEPTABLE INTERNET USE

Basically, conduct yourself in Rustler's, Inc. like a business employee should!

- No food or drink is to be at the workstation at any time and playing games or using a cell phone will lead to termination.
- Any employee(s) caught reconfiguring machines or networks, vandalizing or intentionally damaging equipment, hardware or software will be immediately terminated & lose computer privileges throughout campus. This is a zero tolerance policy, and this paper will serve as your only warning.
- Employees are responsible for reporting problems or vandalism immediately.
- Any cheating or unethical behavior will not be tolerated and will lead to termination.

Employees are allowed in Co. during their free periods with Director permission and only when a director is present.

Access to the Internet is given as a privilege to employees who agree to act in a responsible, business manner.

The following is a list of rules for acceptable online behavior.

- If an internet site does not pertain to a module - don't be on it. To do otherwise will result in termination.
- Employee Z Drives (storage) will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that employees are using the system responsibly.
 - The following are not permitted: games, e-mailing, file sharing, downloading, saving memory intensive files such as videos, shopping, sending or displaying offensive messages or pictures, using obscene language, harassing, insulting, or attacking others, violating copyright laws, using another's password, trespassing in another's folders, work, or files, and revealing the personal address or phone number of yourself or any other person without permission from the director, etc....

Violations may result in termination or a loss of access as well as other disciplinary or legal action.