

PENNYBYRN AT MARYFIELD

ELECTRONIC DEVICES

Cell phones are not permitted for personal use by employees during business hours. This includes Blue Tooth and all hands-free devices. Also, cell phones may not be used to make audio or video recordings, including still photographs, of employees or residents without express permission from the employee, resident and/or resident's Power of Attorney, and approval of Leadership. Cell phones may be carried but must have the ringer turned off and should not be used in any capacity outside specified break or lunch periods. In case of an emergency, calls will be accepted at the main office number.

In addition, use of any electronic device with headphones or ear plugs (including but not limited to MP3 players, i-pods, radios) is prohibited during working hours. Electronic devices and cell phones may be used outside of the work environment during breaks and lunch periods.

INFORMATION SECURITY

Internet: Access to the Internet (both email and world-wide web) has been provided to employees for the benefit of the organization. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the organization's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the organization's public image, the following guidelines have been established for using the Internet.

Acceptable uses of the Internet: Employees accessing the Internet are representing the organization. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official business, or to gain technical or analytical advice. Databases may be accessed for information as needed. Email may be used for business contacts.

Unacceptable use of the Internet: The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-company business, or any use of the Internet for personal gain is strictly prohibited. It must not interfere with yours or others productivity.

Social Media: Pennybyrn does not allow employees to access social media sites while on duty, and Pennybyrn does not allow access to social media sites via Pennybyrn resources. Social Media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, as well as any other form of electronic communication.

- **Know the rules** - Employees who access social media sites on personal time (off-duty) are solely responsible for what is posted online. Any conduct that adversely affects Pennybyrn or its associates, including yourself, fellow employees, former employees, residents, family or friends of residents, volunteers, suppliers, contractors, or other associates will result in disciplinary action, up to and including termination. Employees should ensure any postings online are consistent with Pennybyrn's Mission and Values, Code of Conduct Policy, Harassment Policy, and Violence in the Workplace policy (all found within the Employee Handbook).
- **Be respectful** - Pennybyrn supports an Open Door policy for all employees, in which any employee is welcome to voice grievances to any team member within the organization for the intent of

seeking resolution. Posting work-related complaints or criticism online can be counter-productive to this process. However, malicious, obscene, threatening, intimidating, or disparaging posts that may create a negative impact on Pennybyrn business and/or associates, results in harassment or bullying of an associate of Pennybyrn, or creates a hostile working or living environment, will not be tolerated and will result in disciplinary action up to and including termination.

- **Be honest and accurate** - Employees should never post rumors or information not known to be entirely true pertaining to Pennybyrn and/or its associates. Mistaken posts should be corrected quickly. Employees should not post Pennybyrn trade secrets (including information regarding development systems, processes, products, know-how and technology) or confidential material (including HIPAA information, internal communications, reports, documents, and procedures).
- **Media contacts** – Employees should not communicate to the media on Pennybyrn’s behalf without explicit consent from Pennybyrn’s President or Marketing Department. All media inquiries should be directed to their attention. Never represent yourself as a spokesperson for Pennybyrn, and make it clear that your views do not represent those of Pennybyrn or its associates.

Communications: Each employee is responsible for the content of all text, audio or images that they place or send on the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language should be transmitted through the system.

Software: To prevent computer viruses from being transmitted through the systems do not send email chain letters or open attachments you are not expecting. Do not install programs onto the network without the direct consent of the IT Leader responsible for maintaining the network.

Security: All messages created, sent, or retrieved over the Internet are the property of the organization, and should be considered public information. The organization reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages and web sites visited are public communication and are not private. A record of all this information is available on the file server. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Harassment: Any conduct that violates Pennybyrn’s Mission and Values, Code of Conduct, or Harassment Policy will not be tolerated and will result in disciplinary action up to and including termination.

Violations: Violations of any guidelines listed may result in disciplinary action up to and including termination. If necessary, the organization will advise the appropriate law enforcement officials for further legal action. Any questions regarding this policy should be directed to Human Resources.

Acknowledgement: I have read and fully understand the Internet Code of Conduct. I agree to abide by the guidelines set forth and understand the consequences of failure to comply with said guidelines.