

<b>Title:</b> Computer and Cell Phone Use Policy	<b>No.</b> <b>DRAFT</b>	Page 1 of 2
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## I. COMPUTER USE POLICY AND PROCEDURE

It is policy of Giles Chemical to provide computers to be able to carry out your work. As a condition of providing computers, Giles places certain restrictions on workplace use of the same. The computers should be used strictly for business use. *(Limited personal use of the Internet is allowed by Giles Chemical. However, the employee-user is reminded that use of any and all Giles property is primarily for the purpose of Giles business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.)*

The following internet sites are inappropriate for business use have been blocked:

Violence/hate/racism	Nudism
Pornography	Adult/Mature Content
Cult/Occult	Drugs/Illegal Drugs
Sex Education	Gambling
Alcohol/Tobacco	Chat/Instant Messaging
Abortion/Advocacy Groups	Games
Hacking/Proxy Avoidance Systems	Personals and Dating
Pay to Surf Sites	Downloads and Media Streaming

In addition the following Domains are also blocked:

Facebook.com	Myspace.com
Twitter.com	Youtube.com

*Giles reserves the right to add inappropriate websites or domains to this list. Any request to unblock a site or Domain has to be approved by the Manager, the HR Manager and/or the President.*

*Giles Chemical respects the right of employees to use these Domains during their personal time. However, please be advised to avoid mentioning the company, managers, or co-workers in online postings unless you have approval from the HR Manager and/or the President. If you choose to identify yourself as a Giles employee on a Web site or Web log, you must adhere to the following guidelines:*

- Make it clear to the readers that the views expressed are yours alone and that they do not necessarily reflect the views of Giles.*
- Do not disclose any information that is confidential or proprietary to Giles or to any third party that has disclosed information to the company.*
- Uphold Giles value of respect for the individual and avoid making defamatory statements about Giles employees, clients, partners, affiliates and others, including competitors.*
- Any identification of the author, including usernames, pictures/logos, or "profile" web pages, should not use logos, trademarks, or other intellectual property of the company, without approval of the company.*
- Written messages are, or can become, public. Use common sense.*

*If blogging or social networking activity is seen as compromising the firm, Giles may request a cessation of such commentary and the employee may be subject to counseling and, potentially, disciplinary action up to and including discharge.*

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## II. Cell Phone Use Policy and Procedure

It is the policy of Giles Chemical that representatives of our organization who are issued a cellular phone understand the phones are issued for business use.

1. Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
2. Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per company policy.
3. Cell phones should not be used during working hours to Tweet or to access blocked sites. (See list above)
4. Managers and/or supervisors reserve the right to request that the employee provide cell phone bills and usage reports for calls made during the working hours of that employee to determine if use is excessive.

## III. Electronic Devices

Giles has a zero tolerance policy regarding using a cell phone, Blackberry or other such devices while the vehicle is in motion. For the safety of our employees and others this policy applies to the operation of both personal and company owned vehicles.

## IV. Security

An employee-user may bring personal laptops/equipment into the office, but management and IT must be notified prior to use. This equipment is subject to all Giles policies and may be accessed by IT if needed. A wireless connection is available and may be used, but the configuration must be established by IT, its use must be on personal time and all policies are in effect. It is an employee-user's responsibility to report any breaches, illegal, suspicious or misuse of Giles Internet to management or IT immediately or as soon as possible if one of these situations occurs.

## V. Conclusion

By use and access to the Internet through any Giles systems, users (including temporary) are in consent of, governed by and in agreement to Giles Internet access, firewall and any and all associated policies.

If an employee-user is found to have misused or violated Giles systems and/or policies disciplinary action, revocation of system privileges and possible termination could be a result.

Giles Internet connection (including access to it), the SonicWall, all hardware and software systems and all associations with it are the property of Giles. Giles IT and management reserve the right access data and log files and usage reports of these systems and its associations at anytime without notice.

Giles reserves the right to amend this document at any time and for any reason.