

Remote Email Access Policy and Agreement

Purpose

Remote email access is available to some employees, based on need.

Ware Malcomb reserves the right to terminate a remote email access arrangement at any time for any reason without advance notification to the employee.

The employee's compensation, benefits, work status, and work responsibilities will not change as a result of participation in the remote email access program unless otherwise agreed upon in writing.

Scope

This Remote Email Access Policy applies to all remote email access activities of Ware Malcomb. All managers, supervisors, and employees with remote email access should be familiar with the contents of this policy.

Eligibility

The decision to allow an employee remote email access will be made by the employee's regional director/principal on a case-by-case basis. In addition to length of employment, other factors may be considered.

Equipment/Software/Services

Maintenance and repair of personally-owned equipment is the responsibility of the employee. All personally-owned equipment, such as computer hardware and software, must meet Ware Malcomb configuration and security requirements, namely the use of current Anti-Virus software and the use of either a hardware or software based firewall must be in use.

The company will not reimburse remote access email employees for the incurred costs/services, unless it has agreed to do so in advance in writing and the appropriate documentation and receipts are provided.

Ware Malcomb will not pay for increases in the employee's home utility costs, homeowner's insurance rates, or any other non-reimbursable costs.

Liability

Ware Malcomb will not be liable for any accidents that occur in the secondary workspace while the employee is performing work tasks. Ware Malcomb will not be held responsible for injuries incurred by others in the employee's workspace while performing work tasks.

Confidentiality & Conduct

All communication and data stored in the email system or that results from use of Ware Malcomb's email system is the sole property of Ware Malcomb. All communications must adhere to the guidelines set in the company handbook. Employees and former employees do not retain any rights to recover any data from the email system at any time. Any decision to make any information available to an employee will be handled on a case by case basis at the discretion of company management. Improper use of email will be grounds for discipline at management's discretion, up to and including termination.

Any changes or modifications to the employee handbook will automatically apply to this agreement. If there are conflicts between this agreement or the employee handbook, the employee handbook policy will apply.

Orientation/Training

An orientation can be scheduled with the IT department to review methods of remote email access.

Methods of access

Supported methods of access will vary depending on supported IT infrastructure. This agreement does not guarantee that the users preferred method of access will be made available. This policy may be amended to differentiate methods of access in the future.

Agreement

I, Adam J. Smith (employee's name), have read and understand the Remote Email Access Policy, and agree to abide by its rules. I also understand that this Remote Email Access Agreement is not an employment contract or an employment benefit. This agreement is being entered into by me voluntarily, and may be terminated by management at any time, for any reason.

Access methods requested:


- ☐ Web based email
- ☐ Outlook Mobile Access (Mobile Outlook access on existing company supplied Laptop.)
- ☐ Blackberry (Requires CFO approval for staff that do not hold a Principal , Director or Studio Manager position)
- ☒ VPN (Requires CFO approval for staff that do not hold a Principal , Director or Studio Manager position)

Employee's Name: Adam O. Smith Department: Commercial

Employee's Signature: 

Date: 1/7/13

Managing Regional Director/Principal's Name: MICHAEL BENNETT

Managing Regional Director/Principal's Signature: 

Date: 1/7/13

CFO Blackberry Approval (Not required for general remote email access)

CFO Name: _____

CFO Signature: _____

Date: _____