

## ***Electronic Communication and Non-privacy***

### **Acknowledgment**

I understand that all computer, electronic and telephonic documents and communications transmitted by, received from or stored in the Employer's equipment are the property of Miracle Software Systems, Inc., the Employer. I understand that the Employer's computers, software and other equipment, including facsimiles, telecopiers, copy machines, telephones and other electronic equipment are not to be used by me for my personal needs, correspondence, or messages, or for my personal business.

I agree not to use a code, access a computer or electronic file, or retrieve any stored communication without authorization of a supervisor. I understand that all pass codes used by me and others are the property of the Employer. I agree to use only the pass code or codes issued to me and I will use no pass code unknown to the Employer.

I understand that my computer files and electronic and telephonic communications, including e-mail and fax communications, are not private. I acknowledge and consent to the Employer's inspecting or monitoring them at any time, at the Employer's discretion.

I understand the Employer reserves the right to inspect and monitor any incoming and outgoing correspondence received or sent by me to or from the Employer's premises, or received or sent using the Employer's equipment, or that is received or sent via a messenger or service that is paid for or subsidized by the Employer. I understand this right extends to all internal and external mail, messages, electronic correspondence, electronic bulletin board accounts, national electronic messaging service accounts and any other correspondence service that is paid for or subsidized by the Employer.

Date\_\_\_\_\_

Signed: \_\_\_\_\_

(Employee) Print Name:\_\_\_\_\_

## ***Employee Acknowledgment***

I have received a copy of Miracle Software Systems, Inc. 's Employee Handbook. I understand the policies contained in it, and I have had an opportunity to ask questions about and discuss the policies with my Supervisor or another representative of the Employer. I fully understand the policies governing my employment with Miracle Software Systems, Inc. and I agree that I will conform to these policies.

I understand that this Employee Handbook is not a contract of employment, express or implied, between Miracle Software Systems, Inc. and me and that I should not view it as a contract of employment.

I understand that this Employee Handbook takes precedence over, supersedes and revokes any previous memo, bulletin, policy or procedure issued prior to the date occurring below, by Miracle Software Systems, Inc. on any subject discussed in this Handbook. I also understand and agree that Miracle Software Systems, Inc. reserves the right to change or alter the policies at any time.

I also understand and agree that my employment is for no definite period and may, regardless of the time and manner of payment of my wages or salary, be terminated at any time by Miracle Software Systems, Inc. or me, with or without cause, and without any previous notice.

I also understand that no representative of Miracle Software Systems, Inc. other than the President, has authority to enter into an agreement with me for employment for any specified period of time or to make any agreement with me contrary to the foregoing.

Signed:\_\_\_\_\_ Date\_\_\_\_\_

Employee (print name)\_\_\_\_\_

E-mail Address:\_\_\_\_\_

Address for Correspondence: Street:\_\_\_\_\_ Apt #:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Permanent Address: Street\_\_\_\_\_ Apt #:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Tel (Work):\_\_\_\_\_ Tel (Cell):\_\_\_\_\_

Tel ( Home):\_\_\_\_\_