

## E-Mail Account - Confirmation Receipt - Page 1 of 3

We are very pleased to provide you with a new company e-mail address and password. While we want you to have the ability to communicate with other Associates in the company, it is necessary that we provide and/or remind you of the company's Computer Systems' Policy Guidelines which govern its use.

*To ensure you have received an e-mail address, password with policy guidelines, please complete the section below.*

NextCar Employee

Rent A Wreck Employee

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

Employee Number: \_\_\_\_\_ Location Code: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

### **Computer Systems – Policy Guidelines**

Fitzgerald Auto Malls has a strong commitment to technology and provides a wide range of information technology systems and services. Associates are provided with systems and software that are necessary to complete their work assignments.

#### **General Use Guidelines**

The mainframe computer terminals, personal computers, and associated software are the property of Fitzgerald Auto Malls. Associates are not permitted to use their terminals, PC, or the company local network for personal use, personal gain or profit.

Associates are not permitted to install any hardware or install or execute any software products on their desk-top systems that have not been approved by the Information Technology Group. Associates are not permitted to maintain any computer files on either floppy diskettes or other media without the permission of the Information Technology Group. If a document is sensitive, associates should adjust the permissions on the files or use a password.

### **System Security Guidelines and Unauthorized Uses**

Associates are responsible for following procedures that avoid compromising systems security. These procedures include establishing passwords that are not easily uncovered and not disclosing passwords to anyone for any reason. Each associate is responsible for all computer related activities under his or her password.

Associates shall not use any additional passwords or encryption methods, or access another associate's files without explicit authorization. Associates should not attempt to gain access to another associate's e-mail messages without permission.

### **Electronic Mail System (e-mail) and Internet Usage**

The company electronic mail ("e-mail") system is intended to facilitate business communications only. Although each enrolled associate is provided with an individual account, all messages composed, sent, or received on the e-mail system are, and remain the property of Fitzgerald Auto Malls. The company reserves the right to monitor, access, and disclose as necessary all messages sent over its e-mail system, without regard to content. Effectively, e-mail communications will be treated like any other official company record, e.g., memo with company letterhead.

### **Personal Use of E-mail/Internet**

The e-mail and Internet system is to be used for business purposes only and will be subject to the same ownership, review and content rules as all other business communications. Associates are prohibited to use the e-mail/internet system for any personal use including commercial ventures, religious or other personal causes, or any other outside non-job-related solicitations or use. Associates are prohibited from being involved in anyway with using the Internet for illegal activities, text and/or graphic-based sexually explicit images, messages, jokes or cartoons, use of ethnic or religious slurs, racial epithets, or anything that may be reasonably construed as harassing or disparaging to others. Additionally, associates should not download or install any software available from Internet hosts unless the Information Technology Group has previously approved it.

Fitzgerald Auto Malls routinely monitors individual Internet usage, including sites visited and the amount of time logged on.

**Content of E-mail Communications**

Fitzgerald Auto Malls strives to maintain a workplace free of harassment and is sensitive to the diversity of its associates. Therefore, the e-mail system is not to be used in any way that may be seen as insulting, disruptive, or offensive by other persons. This includes any messages that contain sexual implications, unwelcome propositions of love letters, foul language, off-color jokes, ethnic or racial slurs, or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin or religious or political beliefs.

The e-mail system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Other disallowed e-mail communications include chain letters, political activities, solicitations, advertisements, and attaching unapproved files.

Email is not a confidential or secure means of electronic communication. Because personnel and human resources issues are confidential, and must be treated as such, it is the company's policy that e-mail not be used for the communication of any sensitive personnel issues. Communications regarding personnel or human resources issues should be conducted via a written confidential memo, a phone call, or an in-person discussion.

Inappropriate use of the e-mail/Internet system, through personal use, or use in violation of existing laws or Fitzgerald Auto Mall policies, may result in disciplinary action up to and including termination of employment.

*Note:* The Computer Systems' Policy Guidelines can also be found in the Employee Handbook on the RLS Server.