

***POLICY REGARDING
COMPUTER HARDWARE AND SOFTWARE***

To limit exposure to computer viruses, avoid software conflicts, and properly manage information systems, it is Firm policy that only the IS Director may load software on any Firm computer. Further, no independent "boot" disks may be used to circumvent the Firm's menu or document management programs. Unauthorized software loaded on any Firm computer will be immediately removed. All hardware and software purchases must be approved in writing by the Administrator or MIS Director. This includes specialized software for specific practice groups or projects.

Laptop computers are available for daily check-out. Attorneys may check these computers out by contacting the IS Director. Laptop computers are subject to the same policies listed above.

Computer software or hardware problems and questions should be directed to the IS Director. **DO NOT ATTEMPT TO CORRECT HARDWARE PROBLEMS BEFORE CONTACTING THE IS DIRECTOR.**

I have read the Firm's Policy Regarding Computer Hardware and Software set out above and agree to abide by its terms. I recognize that violation of these terms will subject me to appropriate disciplinary action, which may include termination.

Signature _____

Print Name _____

Date _____

POLICY REGARDING ELECTRONIC MAIL

Electronic Mail ("E-Mail") can be accessed by anyone on the network who has your password. Therefore, E-Mail should *not* be used for personal communications or for sensitive information regarding clients or personnel. Because the E-Mail system is for Firm use only, you should *never* assume that E-Mail messages and their attachments are secure or private.

Any communication by E-Mail should be drafted with the same care as a formal memorandum, and should not contain informal remarks that might potentially be embarrassing to the Firm, its members, lawyers, employees, or clients.

E-Mail messages must never contain offensive or harassing language. This includes the display or transmission of sexually explicit images, cartoons, jokes and messages. E-Mail should never be used to forward any images, messages or documents to competing firms, companies or individuals. Direct E-Mail links to clients' E-Mail systems must be approved in advance by Firm. E-Mail should never be used to transmit sensitive or confidential Firm management, financial or personnel information or reports. E-Mail should never be used to discuss confidential or sensitive information relating to clients.

E-MAIL RETENTION

In most cases, E-Mail messages should be deleted after they are read. E-Mail messages which are stored in personal mail boxes for over 90 days are subject to deletion without further notice. Do not use your electronic mail box for permanent message storage.

I have read the Firm's Policy Regarding Electronic Mail set out above and agree to abide by its terms. I recognize that violation of these terms will subject me to appropriate disciplinary action, which may include termination.

Signature _____

Print Name _____

Date _____

***POLICY REGARDING OWNERSHIP OF
INFORMATION STORED ON ELECTRONIC MEDIA***

All information, in any format, stored by any means on the Firm's electronic facilities (Voicemail, E-Mail, computer network drives, hard disks, or individual diskettes) is the property of the Firm, and subject to inspection at any time without notice. Do not assume that any electronically stored information is private or inaccessible by others. In addition to periodic, unannounced reviews of stored material by authorized Firm employees, be aware that such material might be retrieved by unauthorized "hackers" who have only curiosity or mischief as a motivation.

BY USING THE FIRM'S COMPUTER EQUIPMENT, YOU UNDERSTAND THAT YOU HAVE WAIVED ANY IMPLIED RIGHT TO PRIVACY IN REGARD TO ANY INFORMATION STORED AT ANY TIME ON THE FIRM'S ELECTRONIC FACILITIES.

I have read and fully understand the Firm's Policy Regarding Ownership of Information Stored on Electronic Media set out above and agree to abide by its terms. I recognize that violation of these terms will subject me to appropriate disciplinary action, which may include termination.

Signature _____

Print Name _____

Date _____

***POLICY REGARDING
COMPUTER SOFTWARE LICENSES***

1. The Firm licenses the use of computer software from a variety of outside companies. The Firm does not own this software or its related documentation and, except as authorized by the owner thereof, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Firm employees shall use the software only in accordance with the license agreement(s).
3. Employees of the Firm shall not copy or remove any software from Firm computers. No employee shall knowingly make, acquire or use unauthorized copies of any computer software for any purpose, nor install illegal computer software on any Firm property.
4. Firm employees learning of any misuse of software or related documentation within the Firm shall notify the Firm.
5. According to U.S. Copyright law, illegal reproduction of software can be subject to civil damages of as much as \$50,000, and criminal penalties including fines and imprisonment. The Firm does not condone the illegal duplication of software.

I have read the Firm's Policy Regarding Computer Software Licenses set out above and agree to abide by its terms. I recognize that violation of these terms will subject me to appropriate disciplinary action, which may include termination.

Signature _____

Print Name _____

Date _____