

Technology and communications policy

This policy pertains to employee use of the company's technology and communications networks in an appropriate, ethical and professional manner.

Friends Foundation for the Aging is a small organization with a single employee who works from home. This means that some equipment and internet access may be shared.

Technology provided by Friends Foundation for the Aging (FFA) including computers, company-related work records and other information stored electronically, is the property of FFA and should primarily be used responsibly for FFA related business, although personal use is also permitted but should be minimized.

Employees should be aware that internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees may not use FFA communications (including website and social media) to convey content that is derogatory, defamatory, discriminatory, harassing or pornographic. Copyright infringement and other illegal activities are forbidden. Records may be reviewed by the Board of Trustees Executive Committee if there is cause for concern.

Downloaded software or other program files or online services from the Internet must be work-related and passed through virus-protection programs prior to use. Business-related files must be backed up in a secure cloud-based location.

Every employee of FFA is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's e-mail systems. All communications should reflect corporate values and appropriate workplace language and conduct.

Source: https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_006400.aspx