

## *Electronic Communication*

RCM's electronic communication tools are considered company assets and are provided for business purposes only. Communications sent with these tools may be accessed for legitimate business reasons by authorized company personnel. RCM reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Company's electronic systems at any time, with or without employee notice, and such access may occur during and after working hours.

Employees are responsible for maintaining the security of their individual workstations and electronic accounts through the use of passwords and a password protected screensaver. Employees do not have a personal privacy right to use, transmit, receive or store information in RCM's computer system.

Electronic communication tools owned or provided by the Company include, but are not limited to:

- e-mail
- voice mail
- telephone
- fax machines
- pagers
- modems
- personal computers (PCs)
- RCM's Local Area Network and Wide Area Network
- electronic bulletin board providers or their commercial service providers (e.g. Netscape) and contact databases
- intranet/internet access.

### **Use of Information and Communication Systems**

RCM reserves the right to monitor all matters on the Company's computer systems, including E-Mail and Intra/Internet applications, to ensure their appropriate use for business purposes. Use of information or systems by the employee for the benefit of another outside party or business is expressly prohibited.

All employees who use information and communications systems at RCM are responsible for using these resources in a professional and legal manner. The systems are not to be used to create offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability. Furthermore, employees are not to use these systems for revealing proprietary or confidential, official Company, employee or copyrighted information.

In using the systems, employees must use integrity and professionalism in all communications and comply with all federal, state, and local laws and corporate policies.

You are responsible for maintaining the security of your workstation and individual electronic communication accounts through the use of passwords and a password protected screensaver.

### **Use of Information and Communication Systems at a Client**

All employees working at a client location must be aware of and follow the Electronic Communication Policy established by the client as well as the RCM Policy.

### **Inappropriate Use of Electronic Communication**

Inappropriate use includes, but is not limited to, the following:

- misrepresenting yourself as another individual or company
- revealing proprietary or confidential information, official Company information, employee information, or copyrighted materials
- accessing, distributing, or storing materials which could be considered unethical, inappropriate, offensive, disrespectful or abusive to others, including but not limited to, pornographic or obscene materials, hate mail, discriminatory remarks, abusive, indecent, or objectionable language, or other antisocial behaviors
- conducting illegal activities
- representing your personal opinion as that of the Company
- using electronic communication for personal use
- interfering with the performance of your job or the jobs of other employees
- sending (uploading) or receiving (downloading) information in violation of its copyright.

Failure to follow this policy can lead to disciplinary action up to and including immediate discharge.

The theft/damage/malfunction of any electronic communication tool owned or provided by RCM must be reported to your manager within 24 hours or the employee will be held responsible for the monetary value of the item. If the loss/damage/malfunction was due to the employee's negligence, the employee is responsible for the damage.