

Email and Internet Usage Agreement

Email

The email system has been granted to you to be used for business communication only and is owned and operated by TAC Worldwide and/or its client. Each associate is responsible for the content of all text, audio or images that is placed or sent through the customer email system. Activities may be subject to monitoring, recording and periodic audits to ensure proper business use.

Internet

The Internet connection is an organization resource. Activities may be subject to monitoring, recording and periodic audits to ensure that they are functioning properly and to protect against unauthorized use. In addition, TAC Worldwide's client may access any user's computer accounts or communication.

TAC Worldwide's client computing network may not be used for transmitting, retrieving or storage of any communications of a discriminatory, harassing or offensive nature or materials that are pornographic or otherwise inappropriate for the workplace.