

## **405 Use of Communications and Information Technology Systems**

Online systems (including but not limited to e-mail and Internet access and telephones) are the property of the CRCNA. In addition, all messages created, sent, or retrieved over online systems are the property of the CRCNA. Thus, the CRCNA reserves the right to access and monitor all messages and files in online systems, on the network, and on CRCNA owned equipment. Employees should not assume that electronic communications are private.

All employees will receive a copy of the CRCNA Electronic Systems Policy, and be required to acknowledge receipt of the policy. This information can also be obtained through the Human Resources Department or on the CRCNA intranet.

## **406 Content of Communications**

CRCNA online systems are a public place for business communications. All communications over online systems reflect the CRCNA's image. Therefore, employees who use online systems are responsible for maintaining the CRCNA's public image.

Employees may not transmit, retrieve, or store messages with derogatory or inflammatory remarks about a person's race, colour, gender, age, disability, religion, national origin, physical attributes, sexual preference, or information that is discriminatory or harassing, obscene, pornographic, or X-rated, nor may they view pornography. Employees may not copy, download, or distribute copyrighted materials. Employees may not transmit messages without their identity; transmittal of messages with anonymous or fictitious names is prohibited.

## **407 E-Mail**

E-mail in the systems provided by the CRCNA is the property of the organization and the disposition of such is at the sole discretion of CRCNA management. E-mail may not be used for spamming (inside or outside of the CRCNA e-mail system), which includes not sending chain letters, virus alerts, or non-work-related messages via the CRCNA email system.

## **409 Social Networking and Media Policy**

The absence of, or lack of, explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible.

Personal blogs and/or information through any media format should have clear disclaimers that the views expressed by the author or speaker are those of the author or speaker alone and do not represent the views of the CRCNA. The writing should be in the first person and it should be clear that you are speaking for yourself and not on behalf of the CRCNA. This guideline also applies to speaking at public events or to the media. Position titles should not be used in personal writing or speaking.

Information published on a blog(s) should comply with the CRCNA's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites. Your online presence reflects on the CRCNA. Be aware that your actions captured via images, posts, or comments can be perceived as that of the CRCNA. Do not reference or cite the CRCNA without express consent. Respect copyright laws and reference or cite sources appropriately. Plagiarism applies online as well. CRCNA logos and trademarks may be used for business purposes only.