

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Workplace Practices
Standard:	EMPLOYEE INTRANET BULLETIN BOARD
Section #:	D-18
Effective:	7/01/09

See Also:	Electronic Communication and Use of Computers/Software; Solicitation/Meetings on Authority Property; Workplace Privacy; Personal Use of Authority Property; Misconduct; Formal Discipline; Corrective Action
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GENERAL STANDARD

The Authority's Employee Intranet Bulletin Board ("Bulletin Board") is intended for the sole purpose of helping employees communicate personal items for sale or to be freely given, or for announcement of charitable events of an IRS recognized nonprofit 501(c)(3) corporation. All items posted must be in compliance with the Authority's Standards and Procedures and the Employee Intranet Bulletin Board Terms of Use Agreement ("Terms of Use"). Violation of the Standards and Procedures or Terms of Use is grounds for corrective action, including loss of privileges and/or discipline, up to and including termination of employment.

SPECIFIC STANDARDS

Appropriate use of Authority Employee Intranet Bulletin Board by employees includes:

1. Online classified advertisement of **personal** items for sale;
2. Online classified advertisement of **personal** items to be given away; and
3. Online announcements of charitable events for IRS recognized nonprofit 501(c)(3) corporations

By using the Employee Intranet Bulletin Board ("Bulletin Board") in any way, you agree to comply with all of the Authority's Standards and Practices, including, but not limited to, the Electronic Communications and Use of Computers/ Software

Standard and Employee Intranet Bulletin Board Standard. In addition, when using the Bulletin Board you agree to abide by the most current Bulletin Board terms of use (“Terms of Use”), which are displayed on the Bulletin Board.

- ❑ You agree to be solely responsible for each individual item of content that you post. You further understand and agree that the Authority does not control and is not responsible for content made available through the Bulletin Board. The Authority makes no representations or warranties as to the accuracy, completeness or authenticity of the information contained on the Bulletin Board. By using the Bulletin Board, you agree to independently evaluate and bear all risks associated with the use of any content, that you may not rely on any said content, and that under no circumstances will the Authority be liable in any way for any content or for any loss or damage of any kind incurred as a result of the use of any content posted. You acknowledge that the Authority does not pre-screen or approve content, but that the Authority will have the right (but not the obligation) in its sole discretion to refuse, delete or remove any content posted for violating the Terms of Use.

You agree not to post anything on the Bulletin Board that:

- Reflects adversely on the Authority, its clients, contractors, or other business partners;
- Suggests or implies that the Authority in any way endorses or supports any views, items or content expressed or contained in the posting;
- Is false or misleading;
- Violates any Authority Standard and Procedure, Policy, Code or federal, state, or local laws;
- Violates obligations regarding confidential, proprietary and/or trade secret information;
- Engages in acts of hostility, violence, obscenity, vulgarity, or defamation;
or
- Causes extended or unreasonable personal use during business hours.

Violation of the Terms of Use is grounds for disciplinary action, up to and including termination of employment.

- ❑ You acknowledge that the Authority may establish limits concerning use of the Bulletin Board; including the maximum number of days that content

will be retained, the maximum number and size of postings that may be stored, and the frequency with which you may access the Bulletin Board.

- ❑ The Authority grants you limited revocable access to the Bulletin Board for your own personal use. The use of the Bulletin Board is for personal non-commercial purposes only. Use beyond the scope of the authorized access granted to you by the Authority immediately terminates said permission.

- ❑ The Authority, in its sole discretion, has the right (but not the obligation) to delete or deactivate your access to or use of the Bulletin Board immediately without notice and remove and discard any content, for any reason, including, without limitation, if the Authority believes you have acted inconsistently with the Terms of Use.

Please report any violations of the terms of use by e-mailing Classifieds@san.org

PROCEDURES

Employees are required to sign a Terms of Use Agreement prior to receiving a user ID and password to log into the Bulletin Board.