

COMPUTER USAGE POLICY v1.0

The purpose of this policy is to ensure the proper use of company's internet and IM Messenger (such as AIM messenger, MSN messenger, Yahoo messenger, or other instant messenger programs) and make users aware of what company deems as acceptable and unacceptable use of internet and electronic communication system. All users should follow the policy and company reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

LEGAL RISKS

The computer network is the property of company and is to be used in a responsible, effective and lawful manner for legitimate business purposes. Users are cautioned that many internet pages include offensive, sexually explicit and inappropriate material. Doing so, users are at their own risk and company is not responsible for material viewed or downloaded by users from the internet. In addition, all Instant Messenger should apply the same laws. Company has the right to utilize software to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

By following the guidelines in this policy, all users can minimize the legal risks involved in the use internet usage and electronic communications. If any user disregards the rules set out in this policy, the user will be held fully liable by the company.

LEGAL REQUIREMENTS

The following activities, not limited to, are prohibited when using the Internet or Instant Messenger:

- Accessing, downloading, printing or storing information with sexually explicit content ;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or other-wise unlawful messages or images;
- Disseminating, viewing or storing commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), or any other unauthorized materials;
- Installing or downloading computer software, programs, or executable files contrary to policy without prior IT approved;
- Downloading games or other entertainment software, or to play games over the Internet;
- Uploading or downloading access-restricted company information without authorization or in violation of company policy;
- Sending, transmitting, or distributing proprietary information, data, trade secrets or other confidential information belonging to company without appropriate supervisor's authority;
- Permitting a non-user to use for purposes of communicating the message of some third party individual or organization;
- Password is personal, not to be shared, transferred or for 3rd party usage;

BEST PRACTICES

The computer network is the property of company and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. All Users have a responsibility to use company's computer resources and the internet in a professional, lawful and ethical manner. Therefore company expects users to adhere to the following guidelines:

- General
 - Use the Internet or Instant Messenger only in accordance with company policy;
 - Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such systems;
 - Access the internet through a computer attached to company's network through an approved internet firewall or other security device;
 - Check with the appropriate IT staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety;
 - Bringing in outside disks or disks with content modified on other systems is discouraged, but, when done, virus detection must be used prior to any use with Company systems;
 - Notify company IT immediately if the user suspect that a virus has been introduced into the company network;
 - Upon request by the supervisor or the systems manager at any time, the user will disclose all his or her passwords or locking codes in use.
- Special Software Installation / Uninstallation
 - Every computer in company has installed related software or office program for your work. If you need other software, program, or IM, you have to get the agreement from your supervisor in advance. Then IT Department will test, purchase, and install for you.
 - Software installation or deletion is only to be done by IT Department.
- Maintenance
 - For performance purposes, IT Department will clear your internet temporary files, cookies, and cache every month without prior notice.

PERSONAL USE

Personal use is prohibited if it

- Interferes with the user's productivity or work performance, or with any other employee's productivity or work performance.
- Adversely affects the efficient operation of the computer system.

No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of company equipment and / or access. Company has a right to monitor any and all aspects of their computer systems. Such monitoring may occur at any time, without notice, and without the user's permission.

SECURITY

The distribution of electronic communications is difficult to control and routing mistakes can easily occur. Copies of electronic communications can be forwarded without the sender's knowledge or permission to unintended recipients. Therefore, electronic communications should be drafted and sent with at least the same level of care, professional judgment and discretion as paper memoranda or documents.

CONFIDENTIAL INFORMATION

Company confidential information must not be shared outside of the company by any storage material, without authorization, at any time. If the user receives the authorization, the user must secure the information by including it in a Microsoft Word, Excel, WinZip or WinRAR, and protecting it with a password. Then provide the recipient with the password by means of other communication, for instance by telephone.

SYSTEM MONITORING

Every web page you surf would be reserved in logs, images, caches in company's Server. Users must have no expectation of privacy in anything you create, store, send or receive using company computer equipment or internet access. Company has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users. If there is evidence that the user is not adhering to the guidelines set out in this policy, the company reserves the right to take disciplinary action, including termination and/or legal action.

QUESTIONS

If you have any questions or comments about this Policy, please contact IT department, at [646-963-1005], [718-539-5587] or DavieC@GramercySurgery.com. If you do not have any questions, company presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

DECLARATION

I have read, understand and acknowledge receipt of the internet and electronic communication system policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action including termination and / or legal action.

Signature: _____

Date: _____

Printed Name: _____