

Placentia Linda Hospital

Tenet HealthSystem

1301 Rose Drive
Placentia, California 92870
Tel 714.993.2000

TO: All Employees

FROM: Information Systems

SUBJECT: Use of Information and Technologies Systems

* Signature
Needed

(Registry to Read
& Keep in file)
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PLH

The purpose of this memorandum is to ensure Tenet's technology and information systems, such as voice mail, e-mail, computers, associated computer networks, software, the Internet and other related technologies are used for business purposes only; to notify employees that all information stored in or transmitted through such systems, as well as equipment itself, is company property; and to alert all employees of the privacy and confidentiality limitations inherent in the use of such company systems.

This policy governs the use of Tenet's electronic mail (e-mail) and voice mail systems, Internet usage on company systems, computers, computer system (sometimes referred to collectively as "information system") and software resident on any of these systems.

Computers, including portable computers, computer files, terminals, Internet-connected terminals, the e-mail, the voice-mail system and software furnished to employees are Tenet property and intended for business use only. These information systems, together with the Internet, assist Tenet in conducting business internally and externally. The equipment which makes up these systems, together with the data stored in the systems, are and remain at all times, the property of Tenet whether they are located in your home, at a remote location or in or in the office. As such, all messages or information created, sent, received or stored in the systems, as well as all information and materials downloaded into Tenet systems are and remain the property of Tenet. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Tenet strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Tenet prohibits the usage of voice mail, computers and the e-mail and Internet systems in ways are disruptive, offensive to others, or harmful to morale. Further, employees are expressly prohibited from abusing Tenet's information systems.

Examples of inappropriate use of information systems include, but are not limited to the following:

- (a) threatening or harassing other employees
- (b) using obscene or abusive language;
- (c) Creating displaying or transmitting offensive or derogatory images, messages or cartoons regarding sex, race, religion, color, national origin, marital status, age over 40, physical or mental disability, medical condition or sexual orientation or which in any way violate Tenet's policy prohibiting employment discrimination and harassment in employment.
- (d) Creating displaying or transmitting "junk mail" such as cartoons, gossip or "joke of the day" messages;
- (e) Creating, displaying or transmitting "chain letters" and

- (f) Soliciting or proselytizing others for commercial ventures or for religious, charitable or political causes. This includes "for sale" and "for rent" messages or any other personal notices.

Employees should not expect privacy with regards to tenet's information systems. Any communication, which is private, confidential or personal, should not be placed on Tenet's information systems. Employees should expect that any e-mail or voice mail message that is created, sent or received and that any file in the computer network, in local PCS or on disks located on Tenet may be read or listened to at any time. Tenet expressly reserves the right to intercept, read, review, access and disclose all e-mail messages, to intercept, read, review, access and disclose all computers files, including, but not limited to Internet usage and Web sites that you have accessed. Every time you use or log on to these devices you are consenting to such action. The reasons include, without limitation, to investigate wrongdoing, to determine whether security breaches have occurred, to monitor compliance with policies and to obtain work product needed by other employees.

Deleting e-mail messages and computer files does not necessarily means that there are not copies on the network or in storage or that the information cannot be retrieved. Accordingly, nothing should be written in a computer file or in e-mail that you would not put in a traditional hard copy document. Please note that it is possible that Tenet could choose to be or be compelled to produce e-mail and computer files in litigation.

Tenet purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or it's related documentation. Unless authorized by your Chief Information Officer or Department Director, Tenet does not have the right to produce such software for use on more than one computer.

It is our policy that we acquire software through legitimate means and respect agreements concerning the use and copying of software. Employees must not borrow, "bootleg" or copy Tenet-licensed software for personal use or utilize in outside the limits of the license agreement negotiated by Tenet. You may not use any personally-acquire software on our computers without the express approval of the Chief Information Officer or Department.

Security of our information systems is a priority and the responsibility of all employees. Each employee must log off the PC he or she uses when away from the PC for extended periods and at the end of each workday. Computer log-on IDs and passwords for network access, e-mail, voice mail and other applications should never be revealed to anyone unless requested by authorized Tenet personnel. Caution should be taken that such request for user ID and password information are in fact coming from authorized Tenet personnel.

Employees should notify their immediate supervisor, the Information Services Department or any member of management upon leaving of violations of this policy. The information age makes it difficult to cover every possible emerging technology adequately as to it's capacity for abuse. Employees are expected to use good judgment in using any tenet provided business tool. While not all inclusive, any breach of the guidelines, statement or spirit of this policy, unless specifically authorized in writing by an authorized manager, may result in disciplinary action up to and including termination of employment.

If you have any questions, please refer to Human resources Policy #514 in the Human Resources Policies and Procedures Manual.

Student _____
Employee's Signature

Date

(Print Name)

Date