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Policy Statement

Bethany Life Communities relies upon information technologies and computer network to accomplish virtually all work related to resident care, billing, payroll, and financial records. These technologies allow Bethany Life Communities to be as efficient and effective as possible, being good stewards of limited resources.

Policy Interpretation & Implementation

- The team member's work output, whether it is paperwork, computer files, products, customer calls, or customer interactions, belongs to Bethany Life Communities. As such, that work output is always subject to review by Bethany Life Communities regardless of form.
- Business equipment, including computers, desks, and lockers, belong to Bethany Life Communities and are subject to search or investigation.
- Bethany Life Communities is sensitive to the legitimate privacy rights of team members; therefore every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.
- Bethany Life Communities encourages the use of technology because it makes communication more efficient and effective. The electronic media and services provided by Bethany Life Communities are Bethany Life Communities' property, and their purpose is to facilitate Bethany Life Communities' work functions.
- Team members need to demonstrate a sense of responsibility and may not abuse the privilege of using these media.
- Electronic media may never be used for soliciting outside business ventures, advertising for personal enterprises, or soliciting for purpose that area not Bethany Life Communities related.
- Electronic media and services may not contain or relay content that may reasonably be considered offensive or disruptive to any team member.
- Offensive content would include but would not be limited to sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone on the basis of his or her race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation, or gender identity.
- Team members learning of any misuse of any electronic media and/or services or violations of this policy shall notify the Human Resources staff immediately.
- Electronic information created and/or communicated by a team member using e-mail, word processing, utility programs, spreadsheets, voice-mail, telephones, internet access, etc. will not generally be monitored by Bethany Life Communities. However, the following conditions should be noted:
 - Bethany Life Communities reserves the right, in its discretion, to review any team member's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are

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being used in compliance with the law and with this and other company policies.

- Team members should therefore not assume electronic communications are totally private and confidential and should transit highly sensitive information in other ways.
- Team members must respect the confidentiality of other people's electronic communications and may not attempt to read, "hack" into other systems or other people's log-ins, or "crack" passwords, or breach computer or network security measure, or monitor electronic files or communication of other team members or third parties except by explicit direction of management.
- Computer access is to be performed only by those assigned and authorized access codes.
- No unauthorized discs or modem connections are to interface with Bethany Life Communities' computers and/or network.