

## ORGANIZATIONAL POLICY

March 10, 2016 (v2)



### USE OF HSCG PROPERTY

Certain employees and/or members of the Board of Directors may be authorized use electronic devices provided and paid for by the HSCG. “HSCG property” may include but is not limited to cell phones, tablets, laptops and computers.

All electronic devices provided by the HSCG shall be used primarily for HSCG business. The following conditions shall apply to their usage:

- 1) A protective case will be provided for each portable device. Use of the case is mandatory to protect the equipment.
- 2) Voicemail on a cell phone will be set up as an HSCG employee or board member (as applicable) that identifies the phone number as an HSCG number.
- 3) The HSCG has an unlimited voice, text and data plan. Wifi connections for data usage for cell phones and tablets should be used whenever possible to limit data transmission via cell services. A cell phone or tablet may only be used as a hot spot for an internet connection when no other suitable internet connection is available and then only for business purposes.
- 4) HSCG cell phones are covered by a US plan only. All effort to minimize roaming or data charges when outside the US should be made.
- 5) All electronic devices should be kept up-to-date with the latest software, updates, etc. in order to keep it in good working order.
- 6) All electronic devices must be backed up on a regular basis in accordance with the system provided by the HSCG.
- 7) Upon termination or resignation from the HSCG, an employee or Board Member who has been issued an HSCG cell phone or other electronic device shall immediately surrender the device, provide the HSCG with all passwords or login credentials and cease all usage.
- 8) No charges for personal third-party services or products may be charged to an HSCG credit card or phone service account, including but not limited to, ring tones, gambling or pornographic sites, or shopping.
- 9) Programs, third-party services, premium services, or apps used to carry out job duties may be purchased and/or downloaded, but only with prior approval.

For employees, additional requirements are outlined in the Employee Handbook.

Approved March 10, 2016  
by the Board of Directors

History:

Mar 10, 2016 Original publication date.

July 1, 2018 Revised to remove section on office equipment & furniture

