



GEM ICT RESOURCES USAGE POLICY

Policy restricting personal use of GEM's computers and systems

1. PURPOSE

- a) To remain competitive, better serve our customers and provide our employees with the best tools to do their duties, **THE GIRLSEXCELLENCE MOVEMENT** ("GEM") makes available to our workforce access to one or more forms of electronic media and services, including but not limited to: computers, software, printers, copiers, files, databases, cellular phone, pager, email, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.
- b) **GEM** encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about beneficiaries, sponsors, partners, technology, and new projects. However, all volunteers and everyone connected with GEM should remember that electronic media and services provided by GEM are GEM property and their purpose is to facilitate and support GEM official duties. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
- c) To ensure that all volunteers are responsible, the following guidelines have been established for using email and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express GEM philosophy and set forth general principles when using electronic media and services.

2. AUTHORIZATION

Access to the GIRLS EXCELLENCE MOVEMENT – GEM technology resources are within the sole discretion of GEM. Generally, volunteers are given access to GEM's various technologies based on their job functions. Only volunteers whose job performance will benefit from the use of the GEM's technology resources will be given access to the necessary technology. Additionally, volunteers must successfully complete GEM-approved training before being

given access to the **GEM** technology resources.

3. PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly copying, transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit, pornographic, defamatory or threatening;
- In violation of any license governing the use of software;
- Engaged in for any purpose that is illegal or contrary to **GIRLS EXCELLENCE MOVEMENT - GEM** policy or in a manner contrary to the best interests of GEM, in any way that discloses confidential or proprietary information of GEM or third parties, or for personal or pecuniary gain; or
- Protected by copyrights laws unless the volunteer has the author's permission or is accessing a single copy only for the volunteer's reference.

4. PROFESSIONAL CONSIDERATIONS

It is important to maintain a proper spirit and tone to your communications over the system. The following guidelines are suggested:

- Make your communications positive, constructive, complete, factual.
- Don't write when angry and edit before sending.
- Be careful with humor – they can't see you wink☺.
- Always avoid sarcastic humor.
- Never use all caps – that is perceived as "SHOUTING!"
- Avoid belaboring disagreements in email – there is a time for face-to-face meetings.
- Always guide your recipient in responding by stating what you need and by when.
- Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.

5. PERSONAL USE

The computers, electronic media and services provided by **THE GIRLS EXCELLENCE MOVEMENT - GEM** are primarily for official use to assist volunteers in the performance of their duties. As long as personal use does not interfere with the volunteers' duties, is not done for pecuniary gain, does not conflict with GEM official work, and does not violate any GEM policy, occasional, or incidental use of electronic media (sending or receiving) for personal, non-official purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their official purposes. However, volunteers are expected to demonstrate a sense of responsibility and not abuse this privilege.

GEM assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on GEM technology resources. GEM also accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any GEM property. GEM strongly discourages volunteers from storing any personal data on any of the GEMs gadgets and other technology resources.

6. ACCESS TO VOLUNTEER COMMUNICATIONS

- a) Generally, electronic information created and/or communicated by a volunteer using email, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by GEM. However, the following conditions should be noted:

GEM does routinely gather

logs for most electronic activities or monitor employee communications directly, be it:

- i) **Telephone Use and Voicemail:** Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.
- ii) **Electronic Mail:** Electronic mail is backed-up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.
- iii) **Desktop Facsimile Use:** Copies of all facsimile transmissions sent and received are maintained in the facsimile server.
- iv) **Document Use:** Each document stored on Company computers has a history, which shows which users have accessed the document for any purpose.
- v) **Internet Use:** Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

GIRLS EXCELLENCE MOVEMENT - GEM reserves the right, at

its discretion and without notice, to review any volunteer's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies, or to investigate misconduct, to locate information, or for any other business purpose.

- b) Volunteers should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the GEM's technology resources, including personal information or messages. Accordingly, if they have sensitive information to transmit, they should use other means.

All messages sent and received, including personal messages, and all data and information stored on GEM's electronic-mail system, voicemail system, or computer systems are GEM property regardless of the content. As such, GEM reserves the right to access all of its technology resources including its computers, voicemail, and electronic-mail systems, at any time, in its sole discretion.

Passwords do not confer any right of privacy upon any volunteers. All are expected to maintain their passwords as confidential. Volunteers must not share passwords and must not access co-volunteers' systems without express authorization.

Deleting or erasing information, documents, or messages maintained on the GEM's technology resources is, in most cases, ineffective. All volunteers should understand that any information kept on the GEM's technology resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because GEM periodically backs-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to

have been deleted or erased. Therefore, volunteers who delete or erase information or messages should not assume that such information or messages are confidential.

7. THE INTERNET AND ON-LINE SERVICES

The GIRLS EXCELLENCE MOVEMENT- GEM provides authorized volunteers access to on-line services such as the Internet, website, social media handles. GEM expects that volunteers will use these services in a responsible way and for GEM Vision-related purposes only. Under no circumstances are volunteers permitted to use the GEM's Technology Resources to access, download, or contribute to the following:

- gross, indecent, or sexually-oriented materials;
- sports sites;
- job-search sites;
- entertainment sites;
- gambling sites;
- games, humor;
- illegal drug-oriented sites;
- personal pages of individuals; and
- politically oriented sites or sites devoted to influencing the course of legislation or public policy.

Additionally, volunteers must not sign "guest books" at Websites or post messages to Internet news groups or discussion groups at Websites. These actions will generate junk electronic mail and may expose GEM to liability or unwanted attention because of comments that volunteers may make. GEM strongly encourages volunteers who wish to access the Internet for non-work-related activities to get their own personal Internet access accounts.

8. PARTICIPATION IN ONLINE FORUMS

- a) Volunteers should remember that any messages or information sent on GEM-provided facilities to one or more individuals via an electronic network – for example, Internet mailing lists, bulletin boards, and online services – are statements identifiable and attributable to **THE GIRLS EXCELLENCE MOVEMENT - GEM**
- b) **GEM** recognizes that participation in some forums might be important to the performance of a volunteer's work. For instance, a volunteer might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

9. SOFTWARE

To prevent computer viruses from being transmitted through the GEM's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through **GEM** may be downloaded. No volunteer may load any software on the GEM's computers, by any means of transmission, unless authorized in advance by **THE GIRLS EXCELLENCE MOVEMENT - GEM** administration team.

10. SECURITY/APPROPRIATE USE

- a) Volunteers must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the GEM management team, volunteers are prohibited from engaging in, or attempting to engage in:
- Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - Hacking or obtaining access to systems or accounts they are not authorized to use;
 - Using other people's log-ins or passwords; and
 - Breaching, testing, or monitoring computer or social media network security measures.
- b) No email or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- c) Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- d) Anyone obtaining electronic access to other GEM' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- e) GEM has installed a variety of programs and devices to ensure the safety and security of the its technology resources. Any volunteer found tampering or disabling any of the GEM's security devices will be subject to discipline up to and including termination.

11. ENCRYPTION

Volunteers can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential information. Volunteers who use encryption on files stored on a GEM gadget must provide the Leader of their Team with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

12. CONFIDENTIAL INFORMATION

The GIRLS EXCELLENCE MOVEMENT- GEM is very sensitive to the issue of protection of information shared by the target beneficiaries in confidence and other confidential and proprietary information of both the GEM and third parties ("Confidential Information"). Therefore, volunteers are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the GEM's technology resources.

Confidential Information should not be accessed through the GEM's technology resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be marked with the following confidentiality legend:

"This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise [EMPLOYEE'S NAME] immediately at [VOLUNTEER'S TELEPHONE NUMBER] or return it promptly by mail."

13. VIOLATIONS

Any volunteer who abuses the privilege of their access to email, social media handles or the Internet in violation of this policy will be subject to corrective action, including possible termination, or legal action, and criminal liability.

14. PROCEDURES

Procedures for accessing the website, Email and Internet system, as well as the guidelines for how to properly send and retain information, may be obtained by contacting the leader of the Administration or Operation's Team

The website/Email/Internet policies and procedures should be reviewed by each volunteer on a semi-annual basis.

Questions concerning the use of the website/Email/Internet system should be directed to the leader of the administration team. Questions concerning the improper use of the system should be directed to the employee's immediate supervisor, and if not satisfied with the response, to the leader of the administration team.

15. VOLUNTEERS AGREEMENT ON USE OF EMAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the GEM's gadgets and telecommunications equipment, platforms and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment, platform or services. I am aware that violations of this guideline on appropriate use of the email and Internet systems may result in disciplinary action against me, including termination, legal action and criminal liability. I further understand that my use of the email and social media and the Internet may reflect on the image of **THE GIRLS EXCELLENCE MOVEMENT - GEM** to our media, parents, target beneficiaries, general public and that I have responsibility to maintain a positive representation of GEM. Furthermore, I understand that this policy can be amended at any time.

DATED: _____

VOLUNTEER

GIRLS EXCELLENCE MOVEMENT - GEM

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title