	<h1>Internet, Email, and Computer Use Policy</h1> <h2>Policies</h2>		Document Number: 2P-SS-05.22
	Department: Human Resource	Effective Date: August 22, 2016	Revision No 0

Policy

The use of F2 Logistics Philippines, Inc. electronic systems, including computers, fax machines, and all forms of Internet/intranet access is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the Company or otherwise violate this policy.


Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including but not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;

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- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Attempting to break into the computer system of another organization or person;
- Refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;
- Accessing personal websites ie, Facebook, Twitter, Instagram;
- Passing off personal views as representing those of the organization;
- Sending anonymous email messages;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or;
- Defeating or attempting to defeat security restrictions on company systems and applications;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Engaging in any other illegal activities.

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Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Distribution

Officers, Team Leaders, Unit Leaders, Team Members, HR Partners

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