



Memorandum

To: So Cal Dental Partner Employees
From: So Cal Dental Partners
Date: September 29, 2008
Regarding: Computer Use and Internet Policy

So Cal Dental Partners provides certain employees with computer equipment and a variety of technologies, including the capability to send and receive e-mail and access to the Company's Internet, all in order to assist employees in carrying out So Cal Dental Partner's business. However, the computer equipment, e-mail and Internet systems are all So Cal Dental Partners property and are not for an employee's personal use.

- So Cal Dental Partners owns the rights to all data and files in any computer, network, or other information system used in the Company.
- So Cal Dental Partners reserves the right to monitor computer and e-mail usage, both as it occurs and in the form of account histories and their content.
- So Cal Dental Partners has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws.
- So Cal Dental Partners will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and e-mail activities.
- So Cal Dental Partners reserves the right to monitor electronic mail messages and their content.

Employees must be aware that the electronic mail messages sent and received using So Cal Dental Partners equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by So Cal Dental Partners officials at all times. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

So Cal Dental Partners has established this Policy for using the Company's computer equipment, e-mail and Internet. Any unauthorized or improper use is not acceptable and will not be permitted. Every employee has a responsibility to maintain the use of Company computers, e-mail and Internet in a proper and productive manner. Any employee who violates the Computer Use and Internet Policy will be subject to disciplinary and corrective action, up to and including termination of employment.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY

Print

Sign

Date

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