**Ingleside Animal Hospital**

**Internet and E-mail Policy**

Internet browsing is limited to work-related projects while on-duty. Under no circumstances should a person be “surfing the web” while clocked in. Personal Internet use is limited to OFF-DUTY, personal time. Internet classes also fall under these guidelines. Internet class time is for OFF-DUTY, personal time. The clinic does not schedule for, or compensate time spent working on Internet continuing education.

Staff members DO NOT have permission to download anything from the Internet. The only exceptions are: downloadable Ingleside Animal Hospital lab results. All other downloads *MUST* be approved prior to execution by the Hospital Administrator.

All staff members are on the honor system. Your privacy is important to the clinic, and as long as the clinic’s computer security is protected, by following the above guidelines, we will remain on the honor system. This policy is subject to periodic updates and modifications, as needed.

E-mail is for business use only and e-mail content is subject to monitoring by the clinic management. Under no circumstances is your e-mail account to be used to harass, flame (to send abusive email) or defame or disclose information, or to transmit pornography. Forms of harassment include, but are not limited to, sexual harassment, racial vilification and other forms of unlawful discrimination.

E-mail is a vital form of business communication within the clinic. You are expected to conduct all e-mail communications in a professional and courteous manner.

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_