

## COMPUTER USE & E-MAIL SECURITY POLICY ACKNOWLEDGEMENT

I acknowledge that I received a copy of Paradigm's Computer Use and Security Policy. I agree to read it thoroughly and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from my supervisor immediately.

I understand that my use of Paradigm's computer and E-mail usage constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the E-mail system and all information transmitted by, received from, or stored in that system are the property of Paradigm, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of the E-mail system or the internet or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to Paradigm's monitoring my use of the E-mail system and the internet at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.

**I have read, understand and agree to follow these instructions.**

Contractor/Employee Printed Name \_\_\_\_\_

Contractor/Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Human Resource Representative Printed Name \_\_\_\_\_

Human Resource Representative Signature \_\_\_\_\_

Date \_\_\_\_\_