

# Electronic Communications Policy

## *What's Covered*

This policy applies to all employee use of CUNA's Electronic Communications Systems, which includes personal computers, telephones (including cell phones/PDAs), voice-mail, e-mail, facsimile machines, etc. at any time.

It also applies to employee use of non-CUNA/personal electronic communication systems during work time or when CUNA is being implicated by your use in any way.

It encompasses employee use of online social networking tools and the Internet/World Wide Web during work time, both for business and personal purposes, and during non-work time if for a CUNA business purpose or in a way that implicates CUNA or its Affiliates.

Social networking includes but is not limited to participation in blogs, photo-sharing sites, professional networks, and messaging sites. You are responsible for reading, knowing and complying with the Terms of Service of the social networking sites you use.

## *No Guarantee of Privacy*

CUNA cannot guarantee privacy of any communications via CUNA Systems whether used for business purposes or personal reasons.

## *CUNA Property*

All communications via CUNA Systems or concerning CUNA business are considered CUNA's property. CUNA reserves the right to intercept, monitor, copy, review and/or download any and all such communications or files created or maintained by any employee, at any time, to the extent allowed by law, in order to ensure that activity is consistent with this policy.

## *Unauthorized Use*

Unauthorized use includes, but is not limited to, use deemed offensive; defamatory; pornographic; discriminatory; an infringement on privacy (including computer hacking); in violation of copyright, trademark, civil or other such rights; harassment; sensitive, confidential or proprietary; or, otherwise deemed improper, illegal or in violation of CUNA policies, including any use which jeopardizes the security of CUNA information. Such use will be subject to disciplinary action up to and including termination of employment and may also subject you to personal risk of liability.

## *Personal Use*

Personal use of CUNA's Systems, and personal use of your own systems during work time, must be limited so that access does not interfere with your own job performance or the work productivity of other CUNA employees. Employees are to use respect and good judgment and not represent themselves as CUNA or a credit union and not violate CUNA confidentiality, or use any trademarks or copyrights of CUNA whether using CUNA Systems or their own. If your personal use identifies you as a CUNA employee, you must specifically state that the views expressed by you are yours alone and do not represent the views of CUNA.

### ***Professional Expectations***

All communications should be relayed in a professional, business-like manner and held to the same standard as all other CUNA business communications. Remember that external e-mails contain CUNA's address and all communications must not conflict with CUNA policies and standards.

### ***Business Related Social Networking***

Any business division that wishes to use or create a CUNA-sponsored blog, website or other electronic networking opportunity for business purposes, or use online social networking tools/sites for CUNA business, must first obtain approval from the appropriate Senior Vice President and must work in conjunction with CUNA's Social Media Task Force.

### ***Safety***

Safely operating a motor vehicle requires a driver's full attention. For this reason, CUNA policy prohibits use of electronic devices such as a cell phone, laptop, PDA, etc. while driving on company business, unless you pull over and stop, or use a hands-free device.

### ***Confidential Information***

You may not communicate confidential information of CUNA, its vendors, customers, employees, etc. unless you are instructed to do so as part of your work responsibilities. If you are responsible for communicating confidential information, you are responsible for verifying that the information will be sent in a secured manner.

### ***Legal Issues***

Some communications could be construed as contractual commitments. Only officers may execute commitments on behalf of CUNA. All contracts and agreements must be reviewed in advance by the Legal Department.

### ***Notification Regarding Offensive Communications***

Management should be notified immediately if you receive unsolicited, unwanted and offensive or unauthorized communications on these systems.