**Electronic Communication Policy Acknowledgment**

As an employee of [Company Name] I recognize and understand that the company's communication equipment and services are to be used for conducting company business only. I understand that use of the equipment and services for private purposes is strictly prohibited. I agree not to access a file or retrieve any stored communication other than where authorized, unless there has been prior clearance by management.

I am aware that [Company Name] reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the company's communication equipment and services at any time, with or without employee notice, and that such access may occur during or after working hours. I understand that the use of a password does not restrict management access. I am aware that violation of this policy may subject me to disciplinary action, up to and including termination.

I acknowledge that I have read and understand [Company Name]’s electronic communication policy. I acknowledge that I have read and that I understand this notice.

Employee name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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