

Confidentiality and Computer System Use Agreement

For Employees of Valuation Appraisals, Inc. (VAI)

Scope - This set of guidelines and provisions is necessary to advise the employee of certain use limitations and policies relating to VAI's internet connection, confidentiality of information, and use of proprietary data.

Internet Access Limitations and Privileges - Personal internet access is a privilege and is allowed under the following guidelines:

1. Use of the World Wide Web (WWW) - Browsing the internet for personal purposes is allowed during non-business hours ONLY.
2. Streaming Video and Audio – Streaming content is not authorized at any time.
3. Use of Internet E-Mail - Use of e-mail must not interfere with one's duties. ANY e-mail sent in connection with pyramid schemes, chain letters, sexually explicit material, or of any illegal nature, etc., is STRICTLY PROHIBITED. The employee agrees to advise his or her supervisor IMMEDIATELY upon receiving any such e-mail.
4. Peer-to-Peer File Sharing - Under NO circumstance is the use of peer-to-peer file sharing software and/or systems authorized. This includes, but is not limited to, Kazaa, WinMx, etc.
5. Other Uses - Any and all uses of the internet not specifically outlined in this section are allowed during non-business hours ONLY.

These guidelines are set forth to ensure the internet connection is not adversely affected by personal and non-business related use (ie. bandwidth saturation) and employee productivity is not impacted. The primary purposes of the internet connection includes, but is not limited to:

1. Facilitating VAI's internet web site applications and systems,
2. Business related internet e-mail, and
3. Business related research.

Confidentiality of Information - Any and all information, lists, data, and the like required to perform an employee's job duties may only be used for the sole use and benefit of VAI and must remain confidential. Any distribution, use, or piracy of information, lists, data, and the like contrary to policies defined by VAI and/or applicable law is strictly prohibited.

Software - ABSOLUTELY NO SOFTWARE IS TO BE LOADED ON ANY COMPUTER BY THE USER. ANY AND ALL SOFTWARE SHALL BE INSTALLED BY THE SYSTEM ADMINISTRATOR.

Right to Monitor - VAI reserves the right to use hardware and/or software systems to monitor, intercept and/or delete any internet traffic. Such systems can identify the user, type of internet use, and receiver of the internet traffic, sites visited, and related data.

Disciplinary Action - An employee of VAI is subject to disciplinary action up to and including termination if found in violation of these guidelines.

Guideline Changes - VAI may, from time to time, change and/or modify these guidelines as necessary. Employees will be notified of any changes in advance of the change if possible.

Understanding - By signing this document the employee understands and agrees to all policies and guidelines contained herein.

Print Employee Name: _____

Employee Signature: _____

Date: _____

Revised 6/1/04

Cc: Personnel File