

**E-mail, Phone, Voice Mail and Internet/Intranet System Use
Responsibility Agreement**

Instrument and Valve Services ("Company") and the undersigned employee ("Employee") agree as follows:

Employee has been granted access to E-mail, Phone, Voice Mail and Internet/Intranet systems. Employee understands and agrees that this access is provided for Company business purposes and that use for any inappropriate purpose may subject Employee to disciplinary action up to and including termination. This specifically precludes use of access for:

- viewing, storing, downloading or forwarding pornographic images or other perceived obscene, racist, abusive, slanderous, defamatory, vulgar, threatening or harassing materials;
- communications that are obscene, abusive, slanderous, defamatory, racist, harassing, violent, threatening or are otherwise offensive;
- hacking, including attempting to gain access to restricted resources and unauthorized viewing or transferring of material that is confidential or proprietary to the Company;
- participating in non work-related chat rooms, including the unauthorized posting of any material to any site;
- solicitation or distribution of non work-related information, such as requests for signatures, charitable contributions, support of political activities, merchandise purchases, or donation requests;
- communication, dissemination or printing of any copyrighted materials in violation of copyright laws;
- downloading or forwarding chain letters;
- gambling or any other illegal activity; or
- any other activity deemed by the Company to be in conflict with the intent of this policy.

Employee understands and agrees that Employee is a Company representative when accessing these systems and will not engage in any activity or transmit any communication that would reflect unfavorably on the Company or be deemed inappropriate by the Company. Employee further understands that the Company retains the right to revoke his/her access at any time, with or without cause, at the Company's sole discretion and that if the Company invokes that right, Employee will comply with Company representatives as required.

Employee understands and agrees that Company retains the right to access any Company systems and/or data at any time for any reason whatsoever, with or without notice to Employee. Employee understands and agrees that all systems and/or data are the sole property of the Company. By using the Company provided access, Employee knowingly and voluntarily consents to such usage being monitored and acknowledges the Company's right to conduct such monitoring. Employee agrees that s/he has no expectation of privacy whatsoever related to the use of these systems and/or data.

Employee further agrees to comply at all times with Company's Policy on Use of E-mail, Phone, Voice Mail and Internet/Intranet Access Facilities, a copy of which has been provided to Employee and which Employee acknowledges having received and read.

Name: _____
(Please Type or Print)

Signature: _____ Date: _____

Company Representative: _____ Date: _____