



## **COMPANY USE OF PERSONAL EQUIPMENT, PROPRIETARY & CONFIDENTIAL INFORMATION**

### **COMPANY USE OF PERSONAL EQUIPMENT POLICY**

Hire Up Staffing Services prides itself on being on the cutting edge of technology in the recruiting industry. While employees have the ability to install mobile apps including company email programs, interoffice messaging software, timekeeping software and company database portals on their personal cell phones for use during business hours, this is not required by the Company. Employees who choose to install these programs on personal cell phones for their convenience understand that these programs are only to be utilized during normal business hours when working on the clock. The Company strictly prohibits employees from conducting business utilizing these programs during non-business hours. These guidelines apply to all employees including both those who do and do not have a local office provided by the Company for business use.

The following applies to all employees, working remote or with a physical company provided office:

- Personal devices must be left on silence during business working hours, unless a company office phone is not present for you to do your scheduled work. If you do receive a company/work call, text message or email during non-working hours, please ask if it is an emergency and direct all emergencies to your manager. If it isn't an emergency, please notify the caller that you shall return the request at a later time and DO NOT conduct any business activities outside of your regularly scheduled office hours.
- Using your personal devices outside of the office, not within your regular scheduled work week, may result in unauthorized overtime. Should you work this unauthorized overtime, notify your manager the next business day and report the overtime worked on that period's timecard. Please be aware that all unauthorized overtime will be followed with a written warning on the first instance. The second instance may result in termination of your employment.
- If you choose to use your personal cell phone for company use, it must be left on silent during work hours and only used for business purposes. If a personal phone call, text message or notification comes in on your personal cell phone during work hours, you may not respond to it until you're on a personal break, away from your workspace.
- Any cell phone usage while an employee is driving on company business, shall only be made on hands-free equipment. Otherwise, the employee shall safely pull off the road to make or receive such calls for the office during working hours.

### **REMOTE OFFICE WORK**

The following areas of reimbursement are primarily for those who do not have a local office provided by the Company for business use. In that situation, the employee must be able to work remotely, providing their own workspace for full-time work. The Company use of employee equipment and property is based on specific job duties that require the employee to be able to work outside of a local physical office. This includes, but is not limited to, company telephone



calls during working time, the use of personal computers for email or working in the company database, fax machine, duplicating equipment, tools, cell phones, etc. Work even on personal equipment must always be within standard working hours. Working unauthorized overtime on personal equipment is not permitted.

- **Mobile Cell Phone** - \$50 a month
  - *Connecting email, interoffice messaging software and text messaging to the office staff*

The following areas of reimbursement are primarily for those who do not have a local office provided by the company for business use. In that situation, the employee must be able to work remotely, providing their own workspace for full-time work.

- **Laptop/Desktop Computer with Internet/personal location (no Hire Up office)** - \$200 a month
  - *Must be equipped with high-speed Internet and have a company office phone connected to a high-speed connection at the mobile location. Computers must have company email, company database and interoffice messaging software. Virus protection software must be current on all equipment with Internet security, at employee cost.*
- **Laptop/Desktop Computer used at home on occasional basis with a Hire Up local office available** – no reimbursement

Employees are expected to cover any costs related to Company use of personal property with the reimbursement. This includes any virus software needed on equipment to protect company software and any licenses that will be for personal use as well. All equipment must be maintained in working condition at all times, at the cost of the employee. Arrangements for payment of the above reimbursement should be made through Hire Up Staffing Senior Manager of Accounting.

Any personal or other information placed on Company email, computer, computer systems, or the like shall be the property of the Company, and not the private or confidential property of any employee.

Hire Up Staffing Services respects the individual privacy of all employees. However, privacy does not extend to an employee's use of Hire Up Staffing Services provided software or supplies, including email and the Internet.

Employees must respect copyright, trademark, trade secret, patent, license, policy and other proprietary rights and restrictions relating to the use, access, or download of software or information. No one may download any software or information unless it is directly related to Hire Up Staffing Services. Employees who become aware of any misuse of software or documentation must notify their supervisor or the Senior Manager of Information Technology.

Employees must never compromise customers' and/or employees' personal identification with regards to banking, credit cards, Social Security numbers and other access to personal accounts and records. Any such information may never be transmitted using email, text or other end-user messaging. This includes credit card numbers, PINs, passwords and social security numbers.



Unacceptable non-work-related activities, including downloading, viewing, or sending offensive, derogatory, profane, or discriminatory messages or material, are prohibited. Examples of forbidden transmissions include sexually explicit messages, cartoons, jokes, unwelcome propositions or love letters, ethnic or racial slurs, harassment or disparagement of others based on their sex, race, age, national origin or religious beliefs.

Employees are prohibited from using passwords or encryption keys to gain access to unauthorized materials.

In addition to possible civil and/or criminal prosecution, Hire Up Staffing Services reserves the right to take disciplinary action for violation of this policy up to, and including, termination of employment.

### **COMPANY PROVIDED CELL PHONES POLICY**

It is the intention of Hire Up Staffing Services to reserve the use of company telephones for the transaction of staffing business. These phone lines are our lifelines to the outside world and should be kept open for incoming orders during business hours. Employees are asked to refrain from using house phones for personal use.

- Only managers and business development are provided company cell phones.
- Please be available 24 hours a day, 7 days a week while maintaining a company cell phone for any emergencies.
- International calls are not permitted on company cell phones.

### **PROPRIETARY & CONFIDENTIAL INFORMATION POLICY**

It is illegal to steal, copy or communicate, or transmit a former or current employer's confidential or proprietary information. Proprietary Information is defined as, "the whole, or any part of, any scientific or technical information, design, process, procedure, formula, or improvement that has value and that the owner has taken measures to prevent from becoming available to persons, other than those selected by the owner, to have access to for limited purposes."

Do not disclose confidential financial data or other non-public proprietary company information, such as receipts. The misuse or unauthorized disclosure of confidential information not otherwise available to persons or firms outside of Hire Up Staffing Services is cause for disciplinary action, up to and including, termination of employment. Hire Up Staffing Services may institute civil action against anyone who violates this policy.

*Your signature acknowledges that you have reviewed the above policies and will agree to follow the above guidelines.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date