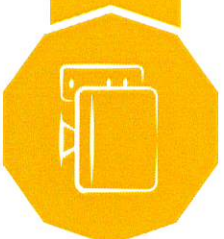


Computer Usage & Privacy



All employees have access to a company email account and must use caution with what they send to others.

Policies

All employees have computer access to access the internal network and the Internet, including use of electronic mail and the World Wide Web. While the Internet is a great resource for our organization, it is the responsibility of each employee to use this resource responsibly and respectfully.

Access to these resources will be for work use only. If an employee is found spending excessive time for personal use of these resources, this privilege may be revoked for that employee and in some cases be cause for termination.

All electronic mail sent from company computers and over the Club's network represents the Boys & Girls Clubs of the Midlands as a whole, and as such, should be written in a professional and appropriate manner. This also applies to any material that is published on the Club's website, www.bgcmaha.org.

Employees' online activities, both at work and off-duty, may pose risks to not only their selves, but also others including BGCM. There is the potential for:

- Decreased productivity, efficiency, and performance
- Reduction of, and threats to, the performance and capacity of BGCM networks and equipment
- Disclosure of confidential business or client information
- Breaches of other BGCM privacy or security rules
- Other activities that might expose the employee, others, or BGCM to legal liability

For more information, please refer to BGCM's [Privacy and Technology Policies](#).



Personal Devices & Social Media



Personal devices such as cell phones, tablets, smart watches, etc. distract from employee responsibilities. Failure to follow policies regarding personal devices may be grounds for discipline up to and including termination.

Employees using social media must be mindful of what they post and how their posts may reflect poorly on the Clubs.

Use of Cell Phones While at Work

Cell phone usage in the workplace is to be limited to business needs only. Utilizing a cell phone, or other personal device, distracts from the members being watched appropriately and limits engagement with BGCM programs/activities. Conducting any personal business while an employee is on duty for BGCM distracts from the mission and may be dangerous. Cell phones or electronic devices should not be used for personal reasons while on duty except in emergency situations. Personal use of cell phones could result in disciplinary actions, including termination. Employees are asked to utilize voicemail, or a similar service, to handle incoming messages or calls while on duty.

Use of Cell Phones While Operating a Vehicle.

Use of a cell phone or electronic device for any reason including calling, accessing the internet, and/or texting is prohibited while operating a moving vehicle when conducting BGCM business or participating in a BGCM activity. This policy applies whether the vehicle is one provided by BGCM or a private vehicle. BGCM recognizes that state and local laws may permit the use of a Cell Phone using a hand's free device. However, due to safety concerns it is the policy of BGCM to prohibit Cell Phone use while operating a moving vehicle even if use is permitted by law.

Should an emergency occur, drivers must pull over to a safe place to make any required calls.

Social Media

Personal use of social media including, but not limited to, Facebook, Twitter, Instagram, and TikTok should not happen while at work. Employees are responsible for what is posted on social media. Please keep in mind that what is done or said online has the potential to impact BGCM and for this reason personal activity must comply with guidelines set forth in the Club's [Privacy and Technology Policies](#).

If an employee is contacted by a member of the media or by an elected official about social media postings relating to BGCM, they must NOT respond, but instead contact the COO/CEO at **(402) 342-1600** for guidance on how to move forward.

