

## **Cazarin Email Computer Network Policy**

Cazarin is pleased to offer associates and customers access to the organization's computer email service. This Policy applies customers granted or sold email access.

For the Company to continue to provide a sophisticated email service, customers must behave appropriately and lawfully. As part of your agreement to use Cazarin Web Group Inc. as your email server you must abide to the following policies:

Termination of your right to use our email service and a penalty fee of up to \$5000 dollars per incident will be assessed in the event the policies are broken.

### **1. Personal Responsibility**

By accepting your account password and related information, and accessing the Cazarin's Email Network or Internet system, you agree to adhere to this Policy. You also agree to report any Network or Internet misuse to Cazarin Web Group Inc. Project Manager or Officer. Misuse includes Policy violations that harm another person or another individual's property.

### **2. Term of Permitted Use**

Email network system extends throughout the term of your agreement, provided you do not violate the Cazarin's Email network system Usage Policy. Note: The Company may suspend access at any time for technical reasons, Policy violations, or other concerns.

### **3. Purpose and Use**

The Company offers access to its Network and Internet system for legal business purposes only. If you are unsure whether an activity constitutes appropriate business use, consult a Cazarin Web Group Inc. project manager Officer.

### **4. Netiquette Rules**

Customers must adhere to the rules of Network etiquette, or Netiquette. In other words, you must be polite, adhere to the organization's electronic writing and content guidelines, and use the Network and Internet appropriately and legally. The Company will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

## 5. Banned Activity

The following activities violate Cazarin's Computer Network and Internet usage Policy:

(A) Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials.

(B) Revealing personal information, such as the home address, telephone number, or Social Security number of another person or yourself.

(C) Making ethnic, sexual-preference, or gender-related slurs or jokes.

D) Engaging in illegal activities, violating Regular Business ethics or encouraging others to do so.

Examples:

1. Selling or providing substances prohibited by the law .
2. Accessing, transmitting, receiving, or seeking unauthorized, confidential information about clients or colleagues.
3. Conducting unauthorized business.
4. Transmitting, downloading, pornographic, or illegal materials.

(E) Causing harm or damaging others' property. Examples:

1. Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the Network or the Internet are not marked with the copyright symbol, ©, customers should assume all materials are protected under copyright laws—unless explicit permission to use the materials is granted.
2. Using another employee's password to trick recipients into believing someone other than you is communicating or accessing the Network or Internet.
3. Uploading a virus, harmful component, or corrupted data. Vandalizing the Network.

(F) Jeopardizing the security of access, the Network, or other Internet Networks by disclosing or sharing passwords and/or impersonating others.

(G) Accessing or attempting to access controversial or offensive materials. Network and Internet access may expose employees to illegal, defamatory, inaccurate, or offensive materials.

Employees and customers must avoid these sites. If you know of employees or customers who are visiting offensive or harmful sites, report that use to the Cazarin's project manager Officer.

## **Cazarin reserves the right to Monitor, Inspect, Copy, Review, and Store**

at any time and without notice any and all usage of email, and any and all files, information, software, and other content created, sent, received, downloaded, uploaded, accessed, or stored in connection with employee usage. The Company reserves the right to disclose email text and images to regulators, the courts, law enforcement, and other third parties without the Customer's consent.

## **Customers of Cazarin are prohibited from using email to:**

- Send, receive, solicit, print, copy, or reply to text or images that disparage others based on their race, religion, color, sex, sexual orientation, national origin, veteran status, disability, ancestry, or age.
- Send, receive, solicit, print, copy, or reply to messages that are disparaging or defamatory.
- Spread gossip, rumors, and innuendos about customers, clients, suppliers, or other outside parties.
- Send, SPAM email messages – any message MUST comply to Email business practices. If Cazarin is listed on a DNS black list due to your violation of this policy you may be assessed up to a \$5000 penalty for each incident.

## **Violations**

These guidelines are intended to provide customers with general examples of acceptable and unacceptable use of the Cazarin's email system servers. A violation of this policy may result in penalties and including termination of the service.

## **Acknowledgement**

If you have questions about the above policies and procedures, address them to the Compliance Officer before signing the following agreement.