

## **Computers, Electronic Mail, and Voice Mail Usage Acknowledgment Form**

As an employee of J P Systems, Inc., I, \_\_\_\_\_, recognize and understand that J P Systems, Inc.'s electronic and voice mail systems, and computers are to be used for conducting J P Systems, Inc.'s business only. I understand that use of this equipment for private purposes is strictly prohibited. I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized J P Systems, Inc. representative.

I am aware that J P Systems, Inc. reserves and will exercise the right to review, audit, intercept, access and disclose all matters on J P Systems, Inc.'s e-mail system at any time, with or without employee notice, and that such access may occur during or after working hours. I am aware that use of a company-provided password or code does not restrict J P Systems, Inc.'s right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

I authorize that I have read and I understand J P Systems, Inc.'s Computer's, Electronic Mail, and Voice Mail Usage Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed