



Nunavut Tunngavik Inc.

COMPUTER AND NETWORK USAGE POLICY

Approved by the Board of Directors in November 2005

Last Amended in September 2009

I. PURPOSE

- To provide guidance on the appropriate use of NTI computer and network resources; and
- To ensure security and integrity of NTI's computer network and records.

II. APPLICATION

This policy applies to all employees, including Executive members.

III. MONITORING

NTI has the right to monitor all communications that pass through its facilities, at its sole discretion. NTI may record and/or monitor employees' e-mail, networks and Internet activity for any reason and without any specific notice. NTI reserves the right to use monitoring software to make sure this policy is being adhered to by its employees.

Employees have no expectation of privacy from use of NTI e-mail, network connection and Internet access.

Any information retained on NTI's facilities is the sole property of NTI and may be disclosed to outside parties or to law enforcement authorities without notice to employees.

IV. APPROPRIATE USE

All authorized network users ("Account Holder") shall be provided access through a registered account. Unauthorized users shall not be permitted to have access to NTI computers or networks.

Requests for network accounts shall be directed to the Department of Communications. Account holders shall not be granted access to an account until they have read this policy and signed an acknowledgement stating that they will adhere to this policy.

Account holders are responsible for their network accounts. Unless otherwise approved by the Department of Communications, accounts and passwords may not be shared with anyone.

Account holders shall not access other account holders' data, records or files, unless previous authorization has been obtained from the user or authorized supervisor.

Account holders shall not attempt to access other network resources to which he or she does not have normal access.

Account holders may not use NTI computers to engage in any illegal activities.

V. OCCASIONAL PERSONAL USE

Occasional and reasonable personal use of NTI's Internet and e-mail services is permitted, provided that it does not interfere with the account holder's work performance or NTI normal operation. These uses must be consistent with this policy and NTI's standard of conduct and outside of scheduled hours of work.

Account holders may not use NTI network to download, store, or transmit large personal files or items such as photographs, MP3s or other such data within or outside of scheduled hours of work.

In no event shall NTI be responsible for the privacy, security or integrity of an account holder's personal communications or data.

VI. ELECTRONIC MAIL

E-mail is a communication tool provided to NTI account holders for NTI's business purposes alone and as such is the sole property of NTI.

Account holders should be aware that e-mail communication should never be considered private or secure.

Account holders are responsible for maintaining and minimizing the size of their accounts on the server by regularly archiving e-mail and not using their mailboxes for storage.

Account holders may not use NTI computers or networks to disseminate or knowingly receive offensive, harassing, sexually explicit, threatening or illegal information (including pornography, offensive jokes or cartoons).

Unless specifically authorized in advance, account holders may not use NTI's facilities for personal or commercial advertisements, solicitations or promotions.

VII. INTERNET ACCESS

Internet access is provided to NTI account holders as a tool to do business and should be treated as such.

NTI retains the right to filter and otherwise restrict access to specific websites through its Internet connection. Restricted websites include, but are not limited to, gaming sites, pornography, music download websites, streaming audio and video websites. Streaming audio and video includes activities like listening to radio on the Internet, as well as watching videos from websites such as YouTube, etc.

NTI also retains the right to restrict certain traffic from entering or leaving its networks without notice to account holders.

Account holders shall not download or install software unless identified on a list of authorized software or otherwise approved by the Department of Communications.

Account holders shall not download or use material from the Internet or elsewhere in violation of software licenses, copyright, trademark or patent laws.

VIII. CONSEQUENCE OF IMPROPER UASGE

NTI may initiate appropriate disciplinary measures if an employee contravenes this policy. Such disciplinary measures may include warnings, limited or no access to Internet, e-mail restrictions, or disciplinary actions under the HR Manual.

IX. ACKNOWLEDGEMENT

Every employee shall be required to sign the attached acknowledgement before a user account is opened.

(Last Amended in September 2009)

(1 Appendix)

APPENDIX

**Nunavut Tunngavik Inc.
Computer and Network Usage Policy
Acknowledgement**

1. Nunavut Tunngavik Inc. (NTI) recognizes the business need to provide employees with electronic access, consisting of an e-mail system, a network connection, and Internet access. The Computer and Network Usage Policy governs all use of NTI's e-mail, network connection, and Internet access at all NTI offices while using NTI computers.

2. NTI specifically prohibits its employees from accessing the following types of sites or services using company computers or services:

- i. Gambling sites;
- ii. Pornographic sites;
- iii. Auction sites;
- iv. Streaming audio and video;
- v. Hate sites; or
- vi. Any site engaging in or encouraging illegal activity.

3. NTI reserves the right to use monitoring software to make sure the Computer and Network Usage Policy is being adhered to by its employees. The company may record and/or monitor one or more employees' e-mail, network and Internet activity for any reason and without any specific notice. You agree that you have no expectation of privacy from the use of NTI e-mail, network and Internet access.

4. By signing and dating this document:

- i. You agree that you have had the opportunity to review the Computer and Network Usage Policy and this acknowledgement and ask any questions regarding these documents.
- ii. You agree to adhere to the Computer and Network Usage Policy.
- iii. You agree that you will be subject to disciplinary measures or actions, including possible termination, if you violate the Computer and Network Usage Policy.

Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully understand the contents of the Computer and Network Usage Policy. I acknowledge that NTI reserves the right to modify or amend its policies at any time, without prior notice. My signature below certifies my knowledge, acceptance and adherence to NTI's Computer and Network Usage Policy.

Name

Signature

Date