Software Control Policy

_____ ("Company") has implemented the following formal policy controlling the acquisition, installation and use of commercial and noncommercial computer programs ("Software") within the Company. This policy became effective _____. All employees of the Company ("Company Personnel") who use Software are expected to comply with the spirit, intent and terms of the procedures outlined below.

Objectives of the Policy

Software is subject to ownership of, copyrights of, and license agreements from Software owners, vendors or licensees. The right (license) to use Software normally stipulates restrictions on copying, distribution and use. The Company has adopted the Software Control Policy set forth below to control the ordering, installation, copying and use of Software and to ensure that the Company and its employees do not infringe these copyrights or violate the terms and conditions of any of our license agreements with our vendors.

The Policy

Registration of Software. All Software installed on computer equipment owned by the Company must be registered with the Systems Manager. Registration provides the Company with Software update notices and demonstrates the Company's compliance with Software licensing agreements.

Discovery of Illegal Copies. If, during any maintenance of computer equipment owned by the Company, unauthorized or possibly infringing copies of Software are discovered, the Systems Manager will notify the user of the Software to remove infringing or unauthorized copies. If appropriate to meet the Company's needs, the Systems Manager will arrange for acquisition of authorized copies of Software.

No Copying Permitted. Company Personnel shall not make, possess, distribute or use any unauthorized or infringing copy of Software. Company Personnel shall not make any copy of Software without the express authorization of the Systems Manager or his/her designate.

All Software Ordered/Installed Through Systems Department. After the effective date of this policy, all Software that Company Personnel believe is necessary or desirable for the performance of their jobs must be ordered through the Systems Department. Except in emergency situations, Company Personnel are not authorized to purchase or license copies of Software for the Company without approval of the Systems Manager. When Software is acquired under emergency conditions, the Systems Manager must be informed of such purchase for the purpose of registering the Software. All registration documentation as well as a dated sales receipt are required to ensure proper reimbursement.

No Personal Software. Company Personnel are not authorized to install any personally owned Software on the Company's computer equipment unless the Systems Manager has been informed in writing *before installation of such Software*. Such Software shall be registered with and approved by the Systems Manager as personally owned.

No Company Software to Be Taken Home. Company Personnel shall not make any copy of Software, owned or licensed by the Company, for personal use. Company Personnel shall not

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take any copies of Company owned Software off the Company's business premises except for use in conjunction with Company owned computer equipment that has been authorized for use off the Company's business premises.

Control of Original Copies of Software. The original copy of each Software acquired by the Company or by Company Personnel for use on the Company's computer equipment will be kept by the Systems Department. Normally, the working copy of the Software will be installed on the intended user's hard disk. In a case where the Software cannot be installed on a hard disk, the working copy will be kept by the intended user, subject to the above provision regarding personal software.

No Lending. Software shall not be loaned or transferred from one individual within the Company to another without advising the Systems Manager so that records can be updated. Software shall not be loaned to any person or company outside of the Company. Company Personnel shall not accept or use Software from outside the Company.

Disciplinary Action for Violations. The Company views Software control as a serious matter. The unauthorized duplication, installation, misappropriation or other improper use of Software by Company Personnel may violate the copyrights of the owners of the Software or place the Company in breach of its license agreements with the owners of Software, resulting in substantial penalties to the Company. Any willful violation of any section of this policy will result in disciplinary action. You are subject to termination in the event you do not comply with this policy. The copying of Software or removal of a copy of Software from the Company's business premises for personal use will be viewed as a misappropriation or theft of Company owned property.

Date:_____

I have read the above and will be governed in accordance therewith.

_____

Employee Signature

_____

Print Name

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