



**GEMINI TECH SERVICES, LLC**  
5019 E I-20, Frontage Rd  
Willow Park, TX 76087

## **Guidance on Computer, E-mail, and Internet Usage**

### **Objective**

Gemini Tech Services recognizes that use of the Internet and e-mail is necessary in the workplaces provided by our company, our Government customers and our business partners. Employees are expected to use the Internet and e-mail systems responsibly, as unacceptable use can place Gemini Tech Services, our business partners, and the nation at risk. This policy outlines the guidelines for acceptable use of Gemini Tech Services' technology systems.

### **Scope**

This policy must be followed in conjunction with other Gemini Tech Services policies governing appropriate workplace conduct and behavior. Any employee who abuses company or customer provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. Employees supporting Government customers may be subject to criminal action as well. Gemini Tech Services complies with all applicable federal, state, and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of Gemini Tech Services' electronic communications equipment or systems, including e-mail and the Internet, should be directed to project leaders (PM, Leads and Sr. Employees) or the local site information technology (IT) department supporting the project.

### **Policy**

Gemini Tech Services has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical, and professional manner. Additionally, employees are required to also understand and follow computer, e-mail and internet usage guidelines of all local Government entities and business partners.

### ***Confidentiality and Monitoring***

All technology provided by the Government, including computer systems, communication networks, related work records and other information stored electronically, is the property of the Government. In general, use of technology systems and electronic communications should be



job-related and not for personal convenience. Because of this the Government may examine, monitor, and regulate e-mail and other electronic communications, directories, files, and all other content, including Internet use, transmitted by, or stored in its technology systems, whether onsite or offsite.

All technology provided by Gemini Tech Services, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of Gemini Tech Services and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Gemini Tech Services reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files, and all other content, including Internet use, transmitted by, or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voicemail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

### ***Appropriate Use***

Gemini Tech Services' employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use may be acceptable depending on local site policies and procedures.

Employees may not use Internet, e-mail, or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane, or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers through the Internet or e-mail—are forbidden.

Employees may not use Gemini Tech Services' or customer provided computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users) Gemini Tech Services' or customer provided computer systems, telephone, voice mail and communications systems shall not be used to solicit for outside business ventures, parties, charities, membership in organizations, political or religious causes or other matters not related to Gemini Tech Services' or the customer's business and not otherwise approved by Gemini Tech Services or the customer's management.



Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the local site IT departments, Project leaders or Government officials. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into systems and networks. Likewise, employees are prohibited from intentionally deleting any proprietary files used for Gemini Tech Services or any customer's business or any files required to be retained pursuant to Gemini Tech Services or any customer's policies.

Every employee of Gemini Tech Services is responsible for the content of all text, audio, video, or image files that he or she places or sends over the Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represents the sender as someone else. Gemini Tech Service's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

### ***Audits and Monitoring***

In the ordinary course of business, Gemini Tech Services will periodically audit, review or otherwise monitor computers and computer usage, communications systems and use of communications systems, including software installed on employees' computers, e-mails, Internet usage, bulletin boards and other computer, telephone, voice mail, technology and communications systems to test for viruses, maintain and repair the systems, search for and obtain information, for other business purposes and to determine compliance with policies. Gemini Tech Services will remove noncomplying software, information and/or e-mails from the system when it becomes aware of them.

All e-mail, bulletin board and other communications or information whether transmitted, in transmission, stored or otherwise maintained are subject to review by management. No employee has any right to any expectation of privacy in any communications or information using Gemini Tech Services equipment or its systems. By using Gemini Tech Services equipment and/or systems each employee acknowledges that all equipment, systems and information is Gemini Tech Services' property and each employee consents to Gemini Tech Services searching for, retrieving, auditing and monitoring personal as well as business related information. Passwords and access codes can and will be overridden by management to obtain access to information. Any employee aware of information or conduct that is not in compliance with this policy should notify the Human Resources Department.

**Gemini Tech Services, LLC**

**Guidance on Computer, E-mail, and Internet Usage March 17, 2021**

5019 E. I-20, Frontage Rd, Willow Park, TX 76087 / (T) 682-708-8581 / [www.geminitechservices.com](http://www.geminitechservices.com)

Small Business Administration Certified 8(a) and Economically Disadvantaged – Woman Owned /Minority Owned Small Business



I have read and fully understand the Guidance on Computer, E-mail, and Internet Usage policy.  
I understand my responsibilities and requirements regarding the use of information and communication technology.

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(Signature)

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(Print name)



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