ELECTRONIC MAIL POLICY

E-mail users should exercise good judgment and common sense when creating and distributing messages. E-mail is the property of the firm and should be used exclusively for work-related purposes. E-mail messages are not less discoverable in litigation than paper files. Please observe that:

- -- Employees are strictly prohibited from sending e-mail messages of a harassing, intimidating, offensive or discriminatory nature. Such conduct, or any other conduct in violation of this policy, may result in immediate dismissal or other disciplinary measures.
- -- Each employee has been issued a password work code to access e-mail. Your password is personal and should not be shared with other employees. Employees are prohibited from accessing each other's e-mail without the express consent of the employee. The firm, however, maintains a list of all passwords and retains the right to access employees' e-mail at any time for any reason without notice to the employee. Employees should *not* expect that e-mail is confidential or private.
- -- All employees must sign and return the acknowledgment below keeping a copy of these policies for yourself.

I hereby acknowledge that I have read and will comply with	ith the above-referenced rules regarding
my use of e-mail:	
By:	Dated:
Signature	