



TELEPHONE, ELECTRONIC MEDIA, COPYRIGHT PROTECTION, & POSTAGE USAGE POLICY

3.08

Effective Date: 07/18

Purpose: The following are guidelines for Barren River District Health Department (BRDHD) employees regarding the use of telephone, postage and electronic media.

Failure to comply: Employees in violation of any of the following requirements may be subject to disciplinary action up to and including termination of employment.

Policy: Employees are expected to practice courteous and professional conduct when communicating via telephone or cell phone as a representative of BRDHD.

Personal use of health department phones for long distance and toll calls, including fax transmittals, at BRDHD expense, is not permitted. Employees should charge long distance calls, toll calls, or fax transmissions to a personal calling card, prepaid phone card, or credit card. Excessive use of facility telephones for personal use during work time is not permitted.

Computers or other equipment, associated files, facility email, Internet access, and software furnished to employees in the course of their duties are the property of the BRDHD and are intended for business use. A signed P-19 Information Technology Security Agreement Form is required for all employees who will have access to electronic media furnished by the facility.

BRDHD prohibits the use of computers, telephones, cell phones, email, fax systems, or other sources of electronic communication in ways that are offensive, harassing, disrespectful, disruptive, or harmful to morale including, but not limited to, the display or transmission of sexually explicit images, messages or cartoons. Other prohibited misuse include ethnic slurs, racial comments, off color jokes, comments regarding sexual orientation, gender-related comments, or anything that can be construed as harassment or showing disrespect for others. Use of electronic media or communications systems for non-agency related solicitation is prohibited.

BRDHD purchases and licenses the use of computer software for business purposes and does not own the copyright to the various software packages used or its related instructional material. Unless specified in the purchase agreement with the software developer, BRDHD does not have the right to

reproduce such software for use on more than one computer. Employees may only use the software according to the license agreement.

Use of video tapes, DVDs, CD's, audio cassettes, downloaded audio or video files, and printed material must follow all applicable copyright laws. Illegal duplication of any copyright protected material is strictly prohibited. Employees should notify their immediate supervisor or other appropriate administrator regarding any policy violations.

The use of BRDHD postage for personal use is not permitted.

Forms: [P-19 Information Technology Security Agreement Form](#)

References: [HIPAA Privacy Manual](#); [Policy 1.13 - Employee Behavior Standards](#); [Policy 4.01 - Employee Conduct and Performance Procedure](#)

Contact Persons: Director of Information Systems; Director of Finance; Human Resources Manager; Public Health Director

Date Adopted:

Policy Origination, Revision, and Review Tracking

Policy Version Number	Origination Date	Description of Revision or Reviewer Name
3.08	01.24.2018	HR Manager – Policy Creation