DRAFT -- Clean Air Internet Usage Policy -- DRAFT

To remain competitive, better serve our customers, and give employees the best tools to do their jobs, Clean Air encourages the use of email and internet and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that the email, internet services and computers provided by the company are company property and their purpose is to facilitate and support company business.

Clean Air reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure email and the internet are being used in compliance with the law, this policy, and other Clean Air policies. However, our goal is that employees will make this unnecessary. At Clean Air, we have the privilege of Internet access and it is important that we utilize this valuable asset for our mutual benefit.

The following "common sense" guidelines apply to email and other internet resources that are: accessed from company premises; accessed using company computer equipment; or used in a manner that identifies the individual with the company.

Prohibited Activities
Employees are prohibited from using email and other internet resources in connection with any of the following activities:

- Engaging in illegal, fraudulent, or malicious activities
- Sending or storing obscene, or defamatory material
- Using internet game services during work hours
- Using internet gambling services
- Monitoring or intercepting the files or electronic communications of other employees or third parties
- Hacking or obtaining access to systems or accounts they are not authorized to use
- Using someone else's log-ins or passwords
- Using "Napster-like" file sharing programs such as Kazaa or Limewire.
- Copying, retrieving, modifying, or forwarding copyrighted materials except as permitted by the copyright owner.
- Using Clean Air email (or other method of communication that identifies Clean Air Engineering) to participate in any newsgroup, mailing list, bulletin board, or other types of discussion forums that are not job-related.

Personal Use
Email or other internet resources are provided by Clean Air primarily for employees' business use. Limited, occasional, or incidental use of the internet and email for personal, nonbusiness purposes during business hours is understandable and acceptable. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. Personal use during business hours must be infrequent and not involve any

prohibited activity or interfere with the productivity of the employee or his or her co-workers. Personal use during non-business hours must not involve any prohibited activities either. If an employee has questions about what constitutes acceptable use, they should ask their business leader for guidance.

Employees violating Clean Air's internet and email policy are subject to discipline, up to and including termination. Employees using email or the internet for defamatory, illegal, or fraudulent purposes and employees who break into unauthorized areas of Clean Air's computer system also are subject to civil liability and criminal prosecution.

NOTE: as this is a draft policy, please contact your business leader or Eric Campbell with specific questions, comments or suggestions. 12/15/03