

IT Policy

Computer Software Restrictions

The laws governing the protection of software prohibit its copying other than for legitimate backup copies, and software manufacturers are enforcing their legal protection and prosecuting violators.

In order to comply with the copyright laws and software agreements, Eagle Horizon Group's policy prohibits unauthorized copying of software that Eagle Horizon Group has purchased for either the Company or for personal use. Eagle Horizon Group also prohibits the use of software that was not legitimately purchased for Company business in company-owned computers.

Eagle Horizon Group encourages the use of personal computers for Company business and purchases software for each computer on an "as needed" basis, with the understanding that such computer will be used for purposes furthering the business of Eagle Horizon Group.

E-Mail

The electronic mail system is provided by the Company to assist in the conduct of business within the Company. The electronic mail system and any information stored on it is the property of Eagle Horizon Group, and the employees of Eagle Horizon Group do not have any personal property rights in any matter stored, created, sent, or received on the electronic mail system. The following generally apply equally to Eagle Horizon-owned and customer-owned electronic equipment and procedures. Government-owned electronic equipment and procedures may be even more restrictive for reasons of operational or cyber security.

Eagle Horizon Group has the ability to and reserves the right to review, audit, intercept, access, and disclose for any purpose, with or without notice, all messages created, received, or sent over the electronic system. The following guidelines apply to all Eagle Horizon Group employees and apply to use of company-owned electronic systems and equipment:

The electronic mail system may not be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Eagle Horizon Group's policy against sexual or other unlawful harassment applies fully to the electronic mail system. Thus, the creation and/or sending of such messages may be deemed as sexually or otherwise unlawful harassing conduct.

The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or for other non-job-related solicitations. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.

The e-mail system may not be used to break into other employees' e-mail without authorization.

Any violation of this policy may result in disciplinary action, up to and including termination of employment.

Internet Use

Access to the Internet allows employees to connect to information resources around the world. Each employee with access to the Internet has a responsibility to maintain and enhance Eagle Horizon Group's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Company's public image, the following guidelines have been established for using the Internet:

All communications should be for professional reasons. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Databases may be accessed for information as needed.

It is at the discretion of the employee's supervisor to grant access to the Internet.

The Chief Operating Officer must approve all text placed on Eagle Horizon Group's website and all changes to the website.

Employees shall not disclose classified or unclassified information pertaining to a classified contract to the public without prior review and clearance as specified in the Contract Security Classification Specification for the contract, or as otherwise specified by the Cognizant Security Agency (customer).

Each employee is responsible for the content of all text, audio, or images that are sent over the Internet. Employees accessing the Internet are representing the Company and are expected to exercise sound judgment in using computing resources.

The Internet is not to be used for personal gain or advancement of individual views. Solicitation of non-Eagle Horizon Group business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not interfere with the productivity of the employee.

Employees are prohibited from publishing/disclosing any proprietary or intellectual property information on the Internet without express written permission.

Harassment of any kind is prohibited. The Internet may not be used for transmitting, receiving, viewing, printing or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose that is illegal or against Company policy or contrary to the Company's or Customer's interests.

Users may not attempt to obscure the origin of any message. As stated above, abusive, profane, or offensive language must not be transmitted through the system.

All messages created, sent, or retrieved over the Internet or stored in Eagle Horizon Group's computers are the property of Eagle Horizon Group and should not be considered private information. Eagle Horizon Group reserves the right to access and monitor all messages and files on the computer system and to monitor usage patterns for the Internet (e.g., sites accessed, on-line length, time of day of access) as deemed necessary and appropriate. Employees may not use copyrighted material unless granted permission by the owner. All communications including text and images received on Eagle Horizon Group's computer system may be accessed and used by Eagle Horizon Group or disclosed to law enforcement or to other third parties without the prior consent of the sender or the receiver.

Employees are expected to exercise due caution to avoid inadvertently facilitating unauthorized access to Eagle Horizon or Customer networks. The risk to the country from cyber based intrusion includes the loss of extensive research data, weapons systems designs, industry intellectual property, sensitive location data, and much more. Be aware of "Phishing" threats, do not open email from unknown senders, be aware that digital photographs may contain location data, do not visit high risk websites, use digital signature where possible, etc. DISA and other agencies provide valuable training, including anti-phishing, and Eagle Horizon employees' documented participation in such training will be considered a significant performance enhancement.

Employees are cautioned against sending Personally Identifiable Information (PII) and/or Protected Health Information (PHI), a significant subset of PII, unprotected. FAX with prenotification, password protected with the password via separate email(s) or encryption are means of protecting PII in transmission.

Do not put material that would pose a risk of unauthorized exposure if forwarded in email. Avoid the use of "reply all" unless that is clearly appropriate.

Any violation of this policy may result in discipline, up to and including termination of employment.