

Copyright. Employees shall not infringe any party's copyright or other intellectual property rights, and employees should not use Great Parks' systems to download or distribute copyrighted software or data or programs designed to circumvent the security of other computer systems. Distributing an article electronically may be the same as copying it on a copier. Employees shall not copy protected material and must pay particular attention to forwarding copyrighted materials to others or printing them for later distribution. Do not ignore copyright notices that appear on documents. Even if there is no copyright notice, the materials may still be protected by copyright. Innocent or inadvertent violations still are violations.

Software Licensing. Most of the software titles on Great Parks' current software list are not freeware; therefore, the cost of software is a consideration for most titles and their deployment. The IT department endeavors to keep licensing accurate and up to date. To address this, the IT department is responsible for purchasing software licenses for the following software categories:

- Desktop operating system software
- Productivity tools package
- Business software
- Accessories

Software Installation. Employees shall not use remote applications or install software that has not been authorized, in writing, by the Director of I.T. This prohibition covers all computers, servers, and other communication devices (e.g., PDAs, smart phones, tablets, etc.) operating within the Great Parks network.

In particular, employees shall not install any software, including freeware, shareware, and/or any other open source or cloud computing software on the above-referenced devices. All software requests first must be approved by the requestor's Division Chief and then sent to the Director of I.T. This policy also applies to all third parties (i.e., contractors) who are performing services for Great Parks.

WIRELESS COMMUNICATION DEVICES

Eligibility. Great Parks may provide a wireless communication device ("WCD") to eligible full-time employees who have a defined business need. Other eligible full-time employees (who have the same business need) may be permitted to have their personal WCD configured to work with Great Parks' systems. Great Parks is not responsible for the loss of, or damage to, personal WCDs brought to work. A defined "business need" means the employee must be immediately accessible either during or after the employee's regularly scheduled work hours or immediate access to Great Parks' systems and voice message retrieval will be beneficial to Great Parks. Great Parks will make all such "business need" decisions. That decision is final and binding.

Monthly Stipend for Personal WCDs. If such permission is granted, then those eligible employees permitted to use their personal WCD, will be issued a monthly stipend. That stipend, after taxes, is intended to cover a portion of a reasonable monthly cell phone plan. The monthly stipend does not constitute an increase to an employee's base compensation. It will not be included in any percentage calculations for an increase in base pay rates. The monthly stipend ceases upon an employee's separation, whether voluntary or involuntary. Great Parks may cancel the monthly stipend program. It will endeavor to give the employee advance notice – if possible.

Ohio Public Records Law. If an employee uses their WCD for Great Parks' business (whether or not the employee receives a stipend), then the employee subjects that device and all communications within it to inspection, retention, and/or production under Ohio's Public Records Law. All Great Parks-provided WCDs also are subject to that same law.

Great Parks-Provided WCDs. Employees with Great Parks-provided WCDs must follow the Information Technology policy in this Handbook. If the Great Parks-provided WCD is not shared with other employees, the assigned employee may take it home. The employee, in turn, will be available for responding to calls and emails during designated time periods set by the employee's supervisor. As detailed in the Hours of Work and Compensation policy in this Handbook, you must accurately record all actual time worked after hours.

General WCD Responsibilities.

- You must be available to respond (calls, voice messages, texts) during the designated time periods set by your supervisor.
- Follow the out-of-office cell phone usage policy in this Handbook.
- Employees with a Great Parks-provided WCD are responsible for its proper care and security. Immediately notify your supervisor of a lost or damaged Great Parks-provided WCD.
- Great Parks-provided WCDs cannot be transferred to other employees, friends, or family members, without prior written supervisor approval.
- Great Parks-provided WCDs must be immediately returned upon request or upon separation, whether voluntary or involuntary, to the employee's supervisor.
- Employees receiving a monthly stipend for their personal WCD must maintain reliable service coverage throughout Hamilton County.

OUT-OF-OFFICE WCD USAGE

When operating a motor vehicle, Great Parks strongly discourages the use of WCDs for work-related purposes, except for Park Rangers. Safety should be an employee's first priority. Employees should always exercise sound judgment and common sense when using their WCDs for work-related purposes. They also must obey all applicable local, state, and federal "cell phone" laws. They should fully familiarize themselves with their WCDs features and functions before using it. Employees should place and/or receive calls prior to traveling or when their vehicle is not moving. If emergency circumstances arise which necessitate the use of a WCD while the vehicle is in motion, employees shall consider traffic and weather conditions before placing or receiving a call. If traffic is congested or if inclement weather exists, the employee should delay the call or communication until they safely can pull off the road, stop the vehicle, and then make or return the call. Even if conditions are acceptable, an employee never should take their eyes off the road.

If an employee must communicate while driving (when legally permitted to do so) and pulling over is not an option, calls should be brief. Without exception, never take notes, type, text, or read documents/email while driving. Great Parks, in addition to any disciplinary action it may take, also may retrieve a Great Parks-issued WCD from any employee if it determines they are violating this policy.