



## **Computer and E-mail Usage**

Computers, other electronic devices, computer files, software, e-mail and other electronic systems are exclusively CompDrug property intended for business use only. Employees must only use their own password to access software, systems, files, or retrieve any stored communication unless directed to do otherwise by IT. Employees may be required to use Multi-Factor Authentication (MFA) or Two Factor Authentication (2FA) or other additional security measures in order to access information asked to use.

An employee's access to information may be limited due to other considerations, for example: a Staff Nexus.

CompDrug ensures that devices issued are equipped with the most up to date anti-virus and security protocols. The Electronic Health Record may only be accessed from a CompDrug-issued device to ensure data integrity and to ensure that PHI remains protected.

To ensure compliance with this policy, computer and e-mail usage will be monitored. The employee's use of these systems constitutes his/her acknowledgment of this policy, and that the employee has no expectation of privacy in the use of these systems.

CompDrug strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, CompDrug prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others, or singles out any legally protected race, color, religion, or national origin.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. Additionally, employees may not access other e-mail systems or email accounts from the CompDrug system. CompDrug computer equipment, devices and internet access may not be used to perform work for other employers or contract opportunities.

CompDrug purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may



**Policy and Procedure Manual**  
CompDrug Employee Handbook  
21.042 Computer and E-mail Usage

only use software or services according to the license agreements. CompDrug prohibits the illegal duplication of software and its related documentation.

Employees must notify their immediate supervisor, HIPAA Security Officer or Compliance Officer upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## Revision History

<b>EFFECTIVE:</b>	<b>09/15/1999</b>
<b>REVISED:</b>	<b>09/30/2002, 10/30/2007, 07/15/2020, 04/11/2024</b>
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