



Subject: Electronic Communication Devices for Trustees Policy			Policy No.: 144
Original Issue: 01/25/2013	Last Revised: 01/25/2013	Last Reviewed: 07/28/2017	Page: 1 of 1

PURPOSE

To ensure efficient operation of Jemez Mountains Electric Cooperative, Inc. (JMEC) through better communication between the Board of Trustees (BOT) and JMEC management, and to define the Trustee’s use of electronic devices.

ACCOUNTABILITY

Each individual Board of Trustee (BOT) member is accountable for the implementation of and adherence to this policy.

SCOPE

This policy addresses all electronic communication devices provided by JMEC to the BOT.

POLICY

JMEC will purchase and maintain an electronic communication device for each of its Board of Trustees for the duration of his/her tenure. The Cooperative will provide basic software required to operate the electronic device and to open common attachments that would be typically sent from JMEC and other business associates (e.g., Tri-State, NRECA, etc.). Virus protection will be provided and upgraded periodically. Trustees will be financially responsible for additional software applications.

Reasonable care should be taken to safeguard confidential data contained within the device.


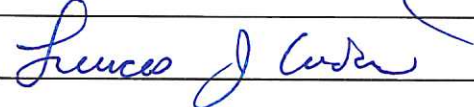
Internet use and E-mail content residing on the Cooperative networks are Cooperative property. Accordingly, reasonable care should be used to protect confidential matters or personal information that is not intended for public disclosure.

Electronic communication devices will remain the property of JMEC. At the time of separation from the Board of Trustees, the Trustee will return the electronic communication device to JMEC.

In the event that an electronic device is lost or stolen, the President of the BOT should be notified immediately.

The electronic devices may not be used for the following:

1. Accessing websites or sending information containing obscene, sexually explicit, gambling related, defamatory, harassing, threatening, profane, racially offensive, violent or containing illegal material or content.
2. Collection and/or transmission of materials for the purpose of perpetrating a fraud or piracy of copyrighted material, or violation of any federal, state, or local law.
3. Sending or transmitting messages or information used to advertise or solicit business unrelated to the duties of the Trustee or to campaign for the office of Trustee.
4. Incidental personal use of the electronic communication device is permitted, but must not interfere with the Trustee’s responsibility or duties to the Cooperative and must not violate unauthorized use guideline.

	Chairman of the Board	Date: <u>8.03.2017</u>
	Policy Committee Chair	Date: <u>8-4-17</u>