

# VALLEY ELECTRIC ASSOCIATION, INC.

## Board Policy #111

### Subject: BOARD COMPUTER POLICY

**Dated:** October 29, 2014

**Supersedes Date:** March 30, 2012

#### I. PURPOSE

As more and more reports and documents can be generated and distributed electronically, providing each Board member with technology necessary to view and store such reports and documents is becoming increasingly more efficient. Also, such could allow better communicative access to management, counsel, and staff.

#### II. POLICY

Per resolution made by the Board of Directors of VEA on April 16, 2010, each Board member shall be provided a portable computer for use by such Board member while he/she is on the Board. Each Board member may also request the use of an “iPad” tablet device for use while he/she is on the Board. Each such electronic device shall remain property of VEA while being used by a Board member. Board members should take care to use and protect each electronic device received consistent with this established policy.

The internet and electronic mail are efficient and valuable business tools. They are also property of VEA. None of these systems are considered to be confidential. Incidental and occasional personal use of the Association’s electronic devices, including internet access or electronic communication system is permitted; however, personal use is prohibited if it: (i) negatively interferes with the Association’s productivity or performance; (ii) adversely affects the efficient operation of the Association’s computer system; or (iii) violates any provision of this policy, regulation, or law or guideline set forth by local, state, or federal law.

VEA reserves the right to access and read any and all information contained in computers, computer files, e-mail messages, or voice mail messages. Board members should have no expectation of privacy with regard to these communications. It will be a violation of the Board’s discrimination and harassment policy if a Board member sends or accesses discriminatory, harassing, or otherwise inappropriate e-mails or similar communications.

#### III. RESPONSIBILITY

The Board of Directors is responsible for the administration of this policy.