



Valley Electric Association, Inc.

A Touchstone Energy® Cooperative 

BOARD POLICY NO. 110

DIRECTORS ELECTRONIC EQUIPMENT POLICY

PURPOSE OF POLICY:

To establish the policy for the use of electronic equipment provided by the cooperative to the board of directors.

POLICY CONTENT:

Each director will be provided with electronic devices to enable them to receive board materials electronically. Electronic devices, associated software and all privileged information contained therein are the property of the cooperative and shall be returned to the cooperative when directors separate from the board. Board members should take care to use and protect each electronic device received consistent with this established policy.

Electronic devices are intended for cooperative business. They may be used for personal use as long as it does not interfere with the performance or intended purpose of the device. The internet and electronic mail are efficient and valuable business tools. They are also property of Valley Electric. None of these systems are considered to be confidential. Incidental and occasional personal use of the cooperative's electronic devices, including internet access or electronic communication system is permitted; however, personal use is prohibited if it: (i) negatively interferes with the cooperative's productivity or performance; (ii) adversely affects the efficient operation of the cooperative's computer system; or (iii) violates any provision of this policy, regulation, or law or guideline set forth by local, state, or federal law.

Directors should take steps to ensure that cooperative information accessible through the electronic device is kept confidential. Regular and normal maintenance, repair or replacement shall be the cooperative's responsibility. The cooperative will replace devices that are stolen at its expense. Directors are responsible for costs associated with the loss of a device or damage due to misuse. If a device is lost or stolen, directors shall notify the cooperative immediately. The cooperative will standardize software applications and provide those that are necessary in order for directors to carry out their responsibilities. Directors may add additional applications and accessories at their own expense.

Valley Electric reserves the right to have Legal Counsel 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.



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RESPONSIBILITY FOR IMPLEMENTATION:

The board is responsible for implementation and compliance with this policy.

POLICY APPROVAL DATE 8/22/2019

POLICY EFFECTIVE DATE 8/22/2019



Dave Hall, President
Board of Directors