

## ACCEPTABLE USE AGREEMENT

**This Acceptable Use Agreement applies to Providence Health & Services ( PH&S) employees, volunteers, trainees, and all others doing business with Providence.**

Compliance with this agreement is a condition of continued employment with PH&S according to policy P-802, Acceptable Use of IT Assets, which can be found at:

<http://grace.providence.org/iseprise/EpriseFilterExt.dll/main/Sites/security/home>

This policy describes the appropriate use of Providence information and technology resources including data, systems, networks and devices including but not limited to desktop computers, laptops, PDAs, fax machines and copiers and is intended to promote and protect the confidentiality, integrity, and availability of PH&S information and technology.

**I am aware and agree, unless further described herein:**

- Internet usage, communications and transactions are not private. All computer activity is recorded and can be traced to a specific user ID.
- Information and technology associated with or belonging to PH&S must be protected by taking appropriate measures such as keeping passwords private, encrypting all computers and devices, and locking all portable devices. Additional information and online training on how to protect information and technology is available at <http://grace.providence.org/iseprise/EpriseFilterExt.dll/main/Sites/security/home>
- PH&S information and technology is for business use and must not be used for purposes which may interfere or are in conflict with the PH&S mission and/or policies. Any use of PH&S information or technology for a purpose not specifically authorized by PH&S is prohibited.
- PH&S reserves the right to limit or restrict any member's use of information or technology to meet the business and service obligations of the organization.

**Although information and technology resources are for business use, limited personal use may be permitted with the following restrictions:**

- Usage must be reasonable, lawful and ethical and cannot be offensive or disrespectful to co-workers or others in the work or patient care environment.
- Usage must not interfere or be in conflict with PH&S responsibilities or productivity.

**IMPORTANT:** In addition to termination, non-compliance could result in further action, including civil or criminal prosecution. Violation of these requirements by a third party contracted with PH&S may result in termination of the representative's contractual arrangement with PH&S for default and may further result in such representative being subject to civil or criminal laws, as applicable.

By signing this document, I acknowledge that I have read, understand, and agree to abide by the Providence Health & Services Acceptable Use Agreement. This agreement does not limit my right to use my own general knowledge and experience, whether or not gained while employed by PH&S, or my right to use information which is known to the general public through no fault of my own.

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_ Employee ID \_\_\_\_\_

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Work Location/Facility Site: \_\_\_\_\_

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## CODE OF CONDUCT ACKNOWLEDGEMENT

I acknowledge that I have received my copy of the Providence Code of Conduct and have had key points explained to me during an orientation training session.

I understand that I am responsible for becoming familiar with the information contained therein; and, that this handbook does not constitute all of the specific policies of Providence.

I further understand that any clarification of the contents of this Code will be provided, upon my request, by my supervisor or a local compliance coordinator or a Region/System Integrity and Compliance Manager.

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_ Department: \_\_\_\_\_