

ADDENDUM C

**ELECTRONIC COMMUNICATIONS AND
EQUIPMENT POLICY ACKNOWLEDGMENT**

My signature on this form indicates that I have read The Arizona Conference Corporation of Seventh-day Adventists' (the "Conference") policies regarding computer and software use, portable computing devices, Internet use, email and personal blogs/online posts, and I agree to abide by their terms. I understand that any communications I send or receive using Conference equipment, including but not limited to email, instant messages, and text messages, are not private, and that the Conference may access, monitor, read, and/or copy those messages at any time, for any reason. I also understand that the Conference reserves the right to monitor my use of the Internet, and that such monitoring may occur at any time, for any reason.

I understand that all electronic equipment issued to me by the Conference, including but not limited to, computers, laptops, smartphones and personal digital assistants, belong to the Conference, and that I must return such equipment upon the Conference's request. I also understand that the Conference reserves the right to monitor my use of this equipment, and that such monitoring may occur at any time, for any reason.

Employee's Signature

Date

Employee's Name - Printed