

WELLS RURAL ELECTRIC COMPANY

Adopted: July 8, 2009

Reviewed:

Revised:

POLICY NO. 2-11

INFORMATION SYSTEMS ACCEPTABLE USE POLICY

I. OBJECTIVE

The Board of Directors of Wells Rural Electric Company recognizes that the employees need to access the Company's computer equipment, software, operating systems, storage media, electronic communications equipment, network, Internet, and e-mail for the purpose of conducting the Company's business in a sound and legal manner. With this in mind, an acceptable use program shall be implemented which establishes the standards necessary to carry out the policies described herein.

II. POLICY

- A. To minimize the exposure of the Company to computer threats, virus attacks, and abuse of computer equipment by acceptable use and accountabilities associated with software and applications, including but not limited to software and firmware that reside on, or is used by, any of the information technology equipment, listed below.
- B. To ensure the Company's information technology equipment, including but not limited to, computer systems and other electronic communications equipment, including peripheral devices, personal digital assistants (PDA's), company-provided devices (cell phones, radios, etc.) voice mail, e-mail, intranet and Internet are used in a professional manner for job-related purposes.
- C. To ensure that electronic communications that utilizes any of the equipment or software, or otherwise utilizes company-owned or leased facilities for electronic communications is of acceptable use.
- D. To ensure that persons utilizing the Company's computer systems and other electronic communication equipment understand that confidentiality and privacy are not available to individual users, including voice mail, e-mail, etc.

III. RESPONSIBILITY

It shall be the responsibility of the Chief Executive Officer and his staff to assure compliance and administer this policy in conjunction with the Acceptable Use Program.

The Chief Executive Officer will assure that this policy will be reviewed on an annual basis, employee knowledge of the standards and training are accomplished, and updates to the program supplied to the Chief Executive Officer and all employees who utilize the technology to which the policy and standards apply.