



Friends of Pheasant Branch Conservancy

Computer Policy

The Friends of Pheasant Branch Conservancy (the “Organization”) periodically retains the services of employees and independent contractors (collectively “Contractors”) to perform various services such as administration, marketing, education, or other services related to furtherance of the Organization’s mission. In connection with the performance of those services, the Organization may provide the Contractor with a computer and other ancillary equipment for the exclusive purpose of performing services as stated in the Contractor’s agreement.

This policy is established to define the limitations and expectations related to the use of the Organization’s computers and ancillary equipment by the Contractor.

- I. **Uses** – Upon authorization and pre-approval of the Organization’s Board of Directors, the Contractor shall acquire the computer, software, and ancillary equipment necessary to perform the contracted services. Costs, not to exceed the budgeted amount, will be reimbursed by the Organization.
- II. **Registration of Computer** – The computer and software shall be registered in the name of the Friends of Pheasant Branch Conservancy.
- III. **Anti-Virus Security Software** – The Contractor shall not disable or circumvent the pre-installed security software supplied with the computer.
- IV. **E-mail accounts** – A separate e-mail account shall be established specifically for use in performing the contracted services and communicating with officers, directors and members of the Organization.
- V. **Permitted Uses** – The Contractor shall be given passwords and access to various Friends of Pheasant Branch Conservancy accounts to gain access to membership and financial data necessary to perform the contracted services. Such access shall not be shared with any party not authorized by the Organization. In addition, the Contractor shall use licensed software on the computer to perform other contracted services such as marketing and communications.
- VI. **Uses Not Permitted** – The Contractor shall not install or download any programs not related to the performance of the stated contracted services. This includes personal email not used for the Organization’s business, social media websites, games, personal shopping sites, access to personal financial data, etc.
- VII. **Inappropriate Use** – The Contractor may not use the computer to conduct personal business or political campaigning, to download illegally obtained digital media, or to visit inappropriate websites. Friends and/or family shall not be permitted to use the computer for any purpose.
- VIII. **Use of Other Devices** – The Contractor should generally refrain from using other devices to access the Organization’s data and websites. An exception may be permitted for using a personal device or smartphone to access the Organization’s e-mail account.
- IX. **Consequences for Non-Compliance** – Failure to comply with this policy may result in termination of the Contractor’s agreement to perform services.
- X. **Termination of Contract** – If the parties do not renew the contract with a Contractor upon its termination, or if the contract is terminated for cause prior to its scheduled termination date, the Contractor shall return the computer and any ancillary equipment to the Organization immediately.

Version History:

- Adopted and approved by Board of Directors on December 28, 2020
- Revised and approved by Board of Directors on August 18, 2025 – formatting updates, revised anti-virus language