

DAC International Privacy Policy

Internet Usage

Access to the Internet has been provided to certain employees for the benefit of the Company and its customers. It allows employees to connect to information resources around the world. Employees are responsible for ensuring that the Internet is used in an effective, ethical and lawful manner.

All communication should be for professional reasons. Employees are not to participate in chat groups/rooms concerning the Company or its business unless their job specifically requires that they do so. All information created, sent or retrieved over the Internet is the property of the Company. Employees should be aware that once information is placed on the Internet, such information might become generally available to the public. The Company reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. No employee should have any expectation of privacy as to his or her Internet usage.

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be supervised by the IT Department. Downloaded software must be used only under the terms of its license.

Since a wide variety of materials may be deemed offensive by colleagues and customers, it is a violation of Company policy to store, view and print or redistribute such documents or graphic files that are not directly related to the user's position.

Personal Websites and Weblogs

The Company respects the right of employees, on their own time and not on Company property, to create and use personal websites, web logs, also known as blogs and other communications as a medium of self-expression in a personal context not involving Company information. Generally, a blog is a chronological publication posted on the Internet of personal thoughts, opinions and Web links.

Please bear in mind that, although you may view your personal website, weblog or other communications as a personal project and a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for the Company. Therefore it is inappropriate to include any information and/or opinions concerning the Company, its employees, its customers or agents on your website or web log or other similar type of communication or on those of others. Moreover, the Company reserves the right to discipline any employee who provides such communication platforms with information about the Company that the Company determines is inappropriate.

All the Company policies in the Handbook concerning Internet, e-mail and computer usage as well as policies concerning disclosure of Company related information and its proprietary information continue to apply. You should consider these policies before including anything on your website or web log or in your other communications that might reference or be a reflection on the Company.