



GREATER LANSING

SOFTWARE CODE OF ETHICS

This Code of Ethics states McLaren - Greater Lansing's policy concerning access to software, software use, and its duplication.

McLaren - Greater Lansing provides computer software to its staff to support its business operations. In many cases McLaren - Greater Lansing does not own the software but is only licensed to use the software. Any duplication of software, except for backup purposes or as provided for in writing, violates both license agreements and copyright laws. This subjects McLaren - Greater Lansing and the individual to civil damages of up to \$100,000 per violation and criminal penalties that include fines and imprisonment. For these, and other reasons, all computer software operated by McLaren - Greater Lansing must be approved by the Director of Information Systems or his/her designee prior to use. No individual may copy any licensed software for use elsewhere. Nor may any individual bring software from elsewhere for use on McLaren - Greater Lansing machines except as approved by the Director of Information Systems or his/her designee prior to use.

The content of computer storage media used in conjunction with operations or computers owned by or with access to McLaren - Greater Lansing systems may be inspected at any time for compliance with this policy without additional notification. McLaren - Greater Lansing software will be operated in accordance with the licensing agreements that regulate their use. Staff members shall agree to follow McLaren - Greater Lansing Software Code of Ethics as a condition to using the computers and/or software. Staff not in compliance with this policy may be subject to corrective action to include termination.

In accordance with this policy, I acknowledge the following:

1. McLaren - Greater Lansing licenses the use of computer software from a variety of outside companies. McLaren - Greater Lansing does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. I will not make any unauthorized copies of software for any reason. I understand that any staff member found copying software other than for what is provided for in writing or for backup purposes is subject to corrective action, which may include termination.
3. I will not bring software from elsewhere to McLaren - Greater Lansing without approval as stated above and understand that McLaren - Greater Lansing does not condone the use of any unauthorized copies of software. I understand the potential penalties as stated above. I will not knowingly introduce any virus onto any computer related to McLaren - Greater Lansing.
4. I will not give software to external parties except as authorized in writing by staff members listed above.
5. I understand the high degree of confidentiality of the information that may be contained on or through McLaren - Greater Lansing computer systems and will adhere to the confidentiality statements as described in McLaren - Greater Lansing policies.
6. I understand that I may be given access to certain areas within the computer systems at McLaren - Greater Lansing based on specific Log In Identifications (Login ID) and password. I will not give another staff member or non-staff member my personal password(s) for access to McLaren - Greater Lansing computer systems. I will not give any non-staff member any personal or agency established passwords without the written consent of the Director of Information Systems or his/her designee.

I have read the McLaren - Greater Lansing Software Code of Ethics. I am aware of the software policies and agree to abide by those policies.

Date

Employee Signature