**Personal Use of Company Equipment,**

**PROPRIETARY & CONFIDENTIAL INFORMATION**

**POLICY**

The personal use of Company equipment and property should be kept to an absolute minimum. This includes, but is not limited to, personal telephone calls during working time (except for emergencies), the use of computers, fax machine, duplicating equipment, tools, cell phones, etc. Employees may not use Company postage for personal mail. Employees are expected to reimburse Isaac’s Deli, Inc. for any costs related to personal use of company property. Arrangements for payment should be made through Isaac’s Deli, Inc. Senior Manager of Finance.

Any personal or other information placed on Company e-mail, computer, computer systems, or the like shall be the property of the Company, and not the private or confidential property of any employee.

This policy is intended to protect Isaac’s Deli, Inc. and employees who have access to a computer, e-mail, and the Internet. Isaac’s Deli, Inc. respects the individual privacy of all employees. However, privacy does not extend to an employee's use of Isaac’s Deli, Inc. provided equipment or supplies, including computers, e-mail, and the Internet.

Employees must respect copyright, trademark, trade secret, patent, license, policy and other proprietary rights and restrictions relating to the use, access, or download of software or information. No one may download any software or information unless it is directly related to Isaac’s Deli, Inc. In addition, employees must obtain prior permission from the Senior Manager of InformationTechnology to download and/or install any computer programs on company equipment. Employees who become aware of any misuse of software or documentation must notify their supervisor or the Senior Manager of InformationTechnology.

Employees must never compromise customers’ and employee’s personal identification with regard to banking, credit cards, Social Security numbers and other access to personal accounts and records. Any such information may never be transmitted using email, text, or other end-user messaging. This includes credit card numbers, PINs, passwords, and social security numbers.

Unacceptable non-work-related activities, including downloading, viewing, or sending offensive, derogatory, profane, or discriminatory messages or material, are prohibited. Examples of forbidden transmissions include sexually-explicit messages, cartoons, jokes, unwelcome propositions or love letters, ethnic or racial slurs, harassment or disparagement of others based on their sex, race, age, national origin, or religious beliefs.

Only system passwords issued or authorized by Isaac’s Deli, Inc. may be used on Isaac’s Deli, Inc. computers. Employees are prohibited from using passwords or encryption keys to gain access to unauthorized materials.

In addition to possible civil and/or criminal prosecution, Isaac’s Deli, Inc. reserves the right to take disciplinary action for violation of this policy up to, and including, termination of employment.

**PHONE CALLS**

**POLICY**

It is the intention of Isaac’s Deli, Inc. to reserve the use of company telephones for the transaction of restaurant business. These phone lines are our lifelines to the outside world and should be kept open for incoming orders. Employees are asked to refrain from using house phones for personal use.

1. Before using the phone for personal use, you must ask permission from a manager.
2. Please discourage family and friends from calling you at work unless it is necessary because of an emergency.
3. If you do receive a call, a manager shall ask if it is an emergency. If it isn’t, a message shall be taken for you to return the call at a later time.
4. If you have a cell phone and/or pager, it must be left in your vehicle or turned off while on the clock, unless needed for business purposes. Cell phone usage, while an employee is driving on company business, shall only be made on hands-free equipment. Otherwise, the employee shall safely pull off the road to make or receive such calls.
5. Long distance, personal calls are not permitted.

Your cooperation and respect in the usage of restaurant phones is greatly appreciated.

# PROPRIETARY & CONFIDENTIAL INFORMATION

## POLICY

It is illegal to steal, copy or communicate, or transmit a former or current employer’s confidential or proprietary information. Proprietary Information is defined as, “the whole, or any part of, any scientific or technical information, design, process, procedure, formula, or improvement that has value and that the owner has taken measures to prevent from becoming available to persons, other than those selected by the owner, to have access to for limited purposes”.

Do not disclose confidential financial data or other non-public proprietary company information, such as recipes. The misuse or unauthorized disclosure of confidential information not otherwise available to persons or firms outside of Isaac’s Deli INC is cause for disciplinary action, up to termination. Isaac’s Deli, Inc. may institute civil action against anyone who violates this policy.