

No Expectation of Privacy

Hiland Dairy Foods Company affords to many of its employees the use of sophisticated electronic equipment and technology to facilitate their jobs. This equipment includes, but is not limited to:

- Computers, including email and instant messaging capabilities
- Telephones
- Cell Phones, including texting capability, etc.
- Photo and Video equipment
- Copying, faxing and scanning equipment
- Desks, lockers, storage cabinets, offices, vehicles, etc., whether locked or not.

Please understand that Hiland retains full ownership and rights of access to all electronic communication devices and or other equipment, including the ability to access and audit device content on a business necessity basis.

In addition, if Hiland reimburses employees for some or all business-related use of an employee's personally purchased electronic device or other equipment, we retain the right to similarly access any business-related content.

Employees of Hiland who make use of company-owned or partially or fully reimbursed employee-owned electronic communication devices or other equipment, should have **"NO EXPECTATION OF PRIVACY"**, regarding their use or any transmitted or stored content.

Employees of Hiland are prohibited from transmitting profane, sexually explicit, illegal, harassing or derogatory messages or content that otherwise disparages the employer or tends to place the employer, its product or its workforce in a bad or false light.

Use these devices or other equipment in a way other than for their intended purpose, or to use them in any prohibited manner, could result in discipline, up to and including discharge.

Failure to return company-owned devices upon separation of employment will result in a deduction of all related expenses from the employee's paycheck.

This is to acknowledge that I have received a copy of Hiland Dairy's **No Expectation of Privacy** policy. I have read and understand the contents of this policy.

Employee Name (please print)

Employee Signature

Date