

### **Part of the Harrassment Policy Electronic Virtual Aspects**

Ahlia policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no e-mail messages shall be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violating Ahlia 's equal employment opportunity policy and its policies against sexual or other forms of harassment may not be downloaded from the Internet or displayed or stored in Ahlia 's computers. Employees encountering or receiving this kind of material shall immediately report the incident to their supervisors or the Human Resources section.