



**CORPORATE COMMISSION**  
*of the Mille Lacs Band of Ojibwe Indians*

**CORPORATE ORDER #0812.2**  
**OF**  
**THE CORPORATE COMMISSION OF THE**  
**MILLE LACS BAND OF OJIBWE**

The undersigned, the Commissioner of Corporate Affairs of the Corporate Commission of the Mille Lacs Band of Ojibwe Indians (the "Corporate Commission"), a corporation and political subdivision of the Mille Lacs Band of Ojibwe, hereby adopts the following Corporate Order effective this 22nd day of December 2008.

**WHEREAS**, the Commissioner of Corporate Affairs shall issue regulations and other directives in the form of Corporate Orders to accomplish the Commissioner's corporate duties and responsibilities; and

**WHEREAS**, the Corporate Commission's Board of Directors approved Information Technology policy number 10.018, Internet & Email Usage (the "Policy") on July 17, 2008; and

**WHEREAS**, the Policy requires a technical revision at section III, B, 13 (see attached Exhibit A – bold language).

**NOW THEREFORE BE IT RESOLVED**, that the Corporate Commission adopts the technical revision to the Policy as described in attached Exhibit A.

**IT IS SO ORDERED,**

A handwritten signature in cursive script that reads "Sarah Oquist".

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Sarah Oquist  
Commissioner of Corporate Affairs

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Policy and Practice Manual**

<b>Section:</b> Information Technology - Operations	<b>Number:</b> 10.018 <b>Page:</b> 1 of 3
	<b>Issue Date:</b> 11/13/97
<b>Procedure:</b> Internet & Email Usage	<b>Revision Date:</b> 12/22/08
	<b>Approval:</b> <i>Sarah Oquist</i>

**I. Purpose**

To ensure proper use of company E-mail & Internet systems, and to limit potential risks associated with connection to the World Wide Web.

**II. Policy**

The use of Company Internet access and E-mail systems is intended for valid business purpose only. E-mail messages and related documents stored in or transmitted through Company systems are the property of the Corporate Commission. The Company reserves the right to access any information on these systems and may at its discretion disclose this information as deemed necessary. Abuse of Company Internet access or E-mail systems may result in disciplinary action. Only the Company E-mail system may be used for official business; others such as "Hot Mail", "AOL", etc., shall not be used for any business related communications.

**III. Practice**

A. While the Corporate Commission encourages Associate use of the Internet and E-mail system, its use is restricted to the following:

1. To communicate with Associates, vendors, and clients regarding matters within an Associate's assigned duties.
2. To acquire information related to, or designed to facilitate the performance of regular assigned duties.
3. To facilitate performance of any task or project in a manner approved by an Associate's supervisor and not in violation of Company policy.

B. Users are expected to use good judgment and avoid any communication that is illegal, offensive to others, harmful, or immoral. The following activity is prohibited:

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1. Libel, e.g., any false or malicious statement, picture or image tending to expose another to public ridicule, hatred, contempt, or to injure another's reputation.
2. Threats, retaliation, or intimidation.
3. Language, images, or pictures that are offensive, obscene, or in poor taste including jokes that create an intimidating, hostile, or offensive work environment.
4. Sexual harassment, sexually explicit pictures, images, messages, jokes, or cartoons.
5. Discriminatory communication based on race, color, national origin, sex, marital status, sexual orientation, age, veteran's status, disability, religious, or political beliefs.
6. Copyright or software license violations.
7. Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the Company in violation of Company policy or proprietary agreements.
8. Operating a business, usurping business opportunities, or soliciting money for personal gain.
9. Searching for jobs outside the company.
10. Sending chain letters.
11. Gambling or engaging in any other activity in violation of local, state, or federal law.
12. The circulation of jokes, comics, or non-job related computer graphics.
13. Listening to or viewing media broadcasts, unless work related.

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14. Making on-line statements about the Commission, the Mille Lacs Band, and its position on any issue, or that of a competitor, without prior approval of the Commissioner of Corporate Affairs.
- C. The use of the Internet or E-mail system may result in actual or perceived action or commitments on behalf of the Corporate Commission or any of its subsidiaries. Any use of the Internet for business transactions must be evaluated and approved by the appropriate operating, legal, and information systems management.
1. No assumption of privacy should be made when accessing Internet Web sites or when sending, receiving, or storing E-mail messages.
  2. The Corporate Information Technology Department will monitor Internet and E-mail activities and report violations to authorized Human Resources and Legal representatives.
  3. The Corporate Internal Auditing department will conduct periodic supplemental monitoring of Internet use and provide information regarding violations accordingly.
- D. Disciplinary action for violation of these policies may include, but is not limited to, termination, suspension, transfer of the offending Associate, warning, or reprimand. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the Company and fellow Associates.