Computer and Information Technology (I.T.) Code of conduct

1) All LAN Logistics computers are intended to be used for company purposes and shall not be used for personal reasons without permission from management.

2) LAN Logistics employees shall not share their password with anyone. This is including, but not limited to employees, family members, friends, etc. Employees that share their password may be terminated.

3) The LAN Logistics company e-mail address is for company use only and should not be used for private or personal reasons.

4) LAN Logistics employees are permitted to use the World Wide Web Internet on company computers for company purposes only. Employees are not permitted to use the World Wide Web Internet on company computers for personal reasons except during scheduled break and lunch periods.

5) All customer and company information and computer data belongs to the company and shall not be copied, transmitted or shared with anyone outside of LAN Logistics or their active business partners.

6) Abuse of IT systems, including improper access, tampering or the altering of business data is prohibited. All system violators are subject to appropriate disciplinary actions for abuse, up to and including termination.