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| Black Gaming LLC Acceptable Use Policy | Doc. Version: | 2.0 | Page 1 of 5 | |
| | Revised by: | BG LLC IT | Revision Date: | New |
| | Effective Date: | 8-24-07 | | |
| | Approval: | Director of IT Support | | |
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1.0 Responsibility

All users of **BLACK GAMING, LLC** information resources are responsible to abide by the Acceptable Use Policy. A signed acceptance of the policy will be maintained in their personal file in the HR Department. Annually, all system users are required to accept the current Acceptable Use Policy.

2.0 Purpose

The purpose of the Acceptable Use Policy is to provide users of **BLACK GAMING, LLC'S** information resources with guidelines for conducting themselves in an honest, responsible, ethical and legal manner. Users will consider the rights of others by showing restraint in the use of shared resources and by accepting and respecting the intellectual privacy and confidentiality of data and other resources owned by other persons and entities. They will conduct themselves in a manner that will not subject their colleagues inside or outside **BLACK GAMING, LLC** to harassment or to other violations of privacy and decorum.

Information stored on **BLACK GAMING, LLC** computers is the property of **BLACK GAMING, LLC**, subject to state and federal law, and may be subject to access or disclosure during audits or for legal purposes. **BLACK GAMING, LLC** resources may not be used for personal gain, private business, or for political or corporate purposes. **BLACK GAMING, LLC** reserves the right to monitor and audit equipment, systems, and network traffic on a periodic basis to assess maintenance and security risks and to ensure compliance with policy. Users will refrain from the use or access of any local or remote resource belonging to another person or entity without explicit prior permission. The violation of the rights of persons, companies, or institutions by using, copying, storing, installing, distributing, or otherwise failing to recognize appropriately their copyrights, patents, or other intellectual property rights and using IT resources for procuring, transmitting, reproducing, displaying or communicating materials in violation of sexual harassment or hostile workplace laws

All users will abide by the policies and guidelines established by **BLACK GAMING, LLC** in the use and operation of its information resources infrastructure. The policy will set guidelines for the use of email, the internet, remote access, and password creation.

The purpose of this Policy is to assure that:

- The **BLACK GAMING, LLC** community is informed about the applicability of policies and laws to electronic mail;
- Electronic mail services are used in compliance with those policies and laws;
- Users of electronic mail services are informed about how concepts of privacy and security apply to electronic mail;
- Confidential, proprietary **BLACK GAMING, LLC** data is protected;
- Guidelines for the responsible use of the Internet;
- Remote access connections used to do work on behalf of **BLACK GAMING, LLC** including reading or sending e-mail and viewing intranet web resources;
- Set a standard for creating, protecting, and changing passwords such that they are strong, secure, and protected.

3.0 Scope

The acceptable use policy applies to all individuals those who use **BLACK GAMING, LLC'S** information resources, to include, but not limited to, applications, email, and internet access, and

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data in the form of soft/electronic or hard/printed copy, full- and part-time employees, contractors, vendors, consultants, temporary staff, other workers including personnel affiliated with third parties, and agents with a **BLACK GAMING, LLC** owned or vendor-owned computer or workstation used to connect to the **BLACK GAMING, LLC** network locally or remotely. The policy applies to all interactions with computing equipment associated with the business of **BLACK GAMING, LLC** and its past, present, and future projects.

4.0 Acceptable Use Policy

- Use **BLACK GAMING, LLC**'s resources only for authorized **BLACK GAMING, LLC** work related purposes.
- Protect the security of your user ID and password(s).
- Secure workstation(s) used in sensitive or critical tasks with adequate controls to provide confidentiality, integrity, and availability of data stored on the system.
- Use software in accordance with license agreements and refrain from copying, distributing, selling, or taking for personal use unless allowed by the software agreement.
- Exercise extreme caution when opening e-mail attachments received from unknown senders.
- Communicate any problems to the IT Help Desk.
- Communicate to appropriate managers and/or to the IT Department knowledge of attempts, successful or unsuccessful, or inappropriate or unauthorized use or access of **BLACK GAMING, LLC** information technology resources.
- Harass persons by inappropriate language or excessive communication (e-mail, telephone, paging, etc.) or by any means that results in a person repeatedly receiving messages they do not wish to receive.

5.0 Internet Policy

Use of **BLACK GAMING, LLC** internet services is allowable subject to the following conditions:

- Supervisor approved access to the Internet will be provided to an employee for use in his/her employment. At any point in time, the employee's supervisor may notify the IT Department to withdraw the Internet connection for the employee.
- Material on the Internet is protected by the same copyright laws as in the non-digital world. For example, an employee who downloads articles from on-line versions of magazines has violated the copyright law. Damages in copyright cases are not limited to "actual" damages but can include "statutory" damages of up to \$100,000 per infringement. Employees are required to follow the copyright laws in using the Internet provided in this policy.
- Employee may not download or use software from the Internet on the computers of **BLACK GAMING, LLC** without approval of IT Department.
- Internet access is provided solely for use of the authorized employee of **BLACK GAMING, LLC**. The use of that employee's authorization by other employees or non-employees is prohibited.
- Employee is required to refrain from any activity that would have a negative impact on **BLACK GAMING, LLC**.

6.0 Email Policy

Use of **BLACK GAMING, LLC** electronic mail services is allowable subject to the following conditions:

- Only users with authorization to use **BLACK GAMING, LLC** electronic mail services.
- **BLACK GAMING, LLC** electronic mail services may not be used for: unlawful activities; commercial purposes not under the auspices of **BLACK GAMING, LLC**; personal financial gain or uses that violate other **BLACK GAMING, LLC** policies or guidelines. The latter include, but

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are not limited to, policies and guidelines regarding intellectual property, or regarding sexual or other forms of harassment.

- **BLACK GAMING, LLC's** policy against sexual or other harassment applies fully to the e-mail system, and any violation of that policy is grounds for disciplinary action up to and including termination.
- Limit the distribution of e-mail to only those who need the information. (Ex: don't address messages to the entire **BLACK GAMING, LLC** if it only affects one floor or one department).
- Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of **BLACK GAMING, LLC** or any unit of **BLACK GAMING, LLC** unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing **BLACK GAMING, LLC**.
- The employee is viewed as a representative of **BLACK GAMING, LLC** while conducting business via email. The following types of communications shall not be made by Employees:
 - (a) any communication which is part of a tortuous or illegal activity;
 - (b) any communication which has a negative impact on **BLACK GAMING, LLC** including those which contain discriminatory content or messages which discriminate on the basis of race, religion, color, nationality, origin, sex, age or disability;
 - (c) any communications to news groups or chat rooms whose content would not favorably reflect on the reputation of **BLACK GAMING, LLC** and/or,
 - (d) any communication or posting or messages that contain criticism of the products of **BLACK GAMING, LLC** or products of competitors.
- **BLACK GAMING, LLC** e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of e-mail or e-mail systems. Such uses include, but are not limited to, the use of e-mail services to:
 - (i) send or forward e-mail chain letters;
 - (ii) "spam," that is, to exploit listservers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and
 - (iii) "letter-bomb," that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.
- Employees do not have a personal privacy right in any communications or documents created, received or sent using the e-mail system. E-mail information is **BLACK GAMING, LLC** property. **BLACK GAMING, LLC** retains the right to access individual employees' e-mail accounts in the employees' absence if requested by the employees supervisor or requested from **BLACK GAMING, LLC** management.
- **BLACK GAMING, LLC** attempts to provide secure and reliable e-mail services. Operators of **BLACK GAMING, LLC** electronic mail services are expected to follow sound professional practices in providing for the security of electronic mail records, data, application programs, and system programs under their jurisdiction. Since such professional practices and protections are not foolproof, however, the security and confidentiality of electronic mail cannot be guaranteed.
- Operators of e-mail services have no control over the security of e-mail that has been downloaded to a user's computer. As a deterrent to potential intruders and to misuse of e-mail, e-mail users should employ whatever protections (such as passwords) are available to them and exercise extreme caution in using e-mail to communicate confidential or sensitive matters.
- Users of electronic mail services should be aware that even though the sender and recipient have discarded their copies of an electronic mail record, there may be backup copies that can be retrieved. Systems may be "backed up" on a routine or occasional basis to protect system

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reliability and integrity, and to prevent potential loss of data. The backup process results in the copying of data onto storage media that may be retained for periods of time and in locations unknown to the originator or recipient of electronic mail. The practice and frequency of backups and the retention of backup copies of e-mail vary from system to system. Electronic mail users are encouraged to request information on the backup practices followed by the operators of **BLACK GAMING, LLC** electronic mail services, and such operators are required to provide such information upon request. Reference the **BLACK GAMING, LLC** Backup Policy for more information.

- **BLACK GAMING, LLC** records management policies do not distinguish among media with regard to the definition of **BLACK GAMING, LLC** records. As such, electronic mail records are subject to these policies.
- **BLACK GAMING, LLC** does not maintain central or distributed electronic mail archives of all electronic mail sent or received. Electronic mail is normally backed up, if at all, only to assure system integrity and reliability, not to provide for future retrieval, although backups may at times serve the latter purpose incidentally. Operators of **BLACK GAMING, LLC** electronic mail services are not required by this Policy to retrieve e-mail from such backup facilities upon the holder's request, although on occasion they may do so as a courtesy.

7.0 Remote Access Policy

Use of **BLACK GAMING, LLC's** remote access services is allowable subject to the following conditions:

- The authorized person bears responsibility for the consequences should the access be misused, for instance by family members.
- At no time should any authorized person provide their login or e-mail password to anyone, not even family members.
- All remote access instances must be registered and approved by the IT Department.
- All remote access to **BLACK GAMING, LLC** from Vendors must be logged to the appropriate form from the enabling IT support personnel.
- Only the IT department issues remote access upon the approval of senior management.
- Persons using remote access must assure that their **BLACK GAMING, LLC** owned computer, which is remotely connected to **BLACK GAMING, LLC's** corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- Personal equipment is not allowed to connect to **BLACK GAMING, LLC's** network without the IT department or management approval.

8.0 Password Policy

- Passwords must be changed every 90 days.
- Old passwords cannot be re-used for the next 12 months.
- Users will be automatically notified 14 days in advance of password expiration date. At this time, users will be prompted to select a new password.
- Initial passwords are assigned by the IT Department. User's initial logon using the assigned password will force a new password change prior to authentication. Periodic password changes are made by the password owner.
- All passwords must conform to the following guidelines in all of the applications that support a minimum of 8 character passwords:
 - Passwords should not be based on well-known or easily accessible personal information.
 - Passwords must contain at least eight (8) characters.
 - Passwords must contain at least 1 number.

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- Passwords should be treated as confidential information. No employee is to give, tell, or hint at their password to another person, including IT staff, administrators, superiors, other co-workers, friends, and family members, under any circumstances.
- If an employee either knows or suspects that his/her password has been compromised, it must be reported to the IT Department and the password changed immediately.

9.0 Enforcement

Management will determine appropriate use and enforce this policy. A violation of this policy will be acted upon immediately, and appropriate corrective action taken. Any violation of this Policy by the employee may result in disciplinary action, to and including, the following:

- Offenses will be reported to the employee's manager for review.
- Probation
- Termination of employment
- Other disciplinary action
- Civil and/or criminal prosecution

10.0 Additional Information

Any inquiries relating to this Acceptable Use Policy should be directed to the Director of IT Support.