USE OF COPY/FAX MACHINES

It is the policy of the Program that copy and facsimile (FAX) machines will be used for official government business. Although it is intended that copy and FAX machines be used for business purposes, machines may be used occasionally by employees in accordance with the requirements described below.

COPY MACHINES: Copy machines may be used for occasional limited personal use. In determining what constitutes “occasional limited personal use,” good judgment and common sense should prevail. For example, making an occasional copy of an employment application, resume or employee earning statement are examples of occasional limited personal use. Copying a 20-page non-business related school assignment is an example of a project that should not be copied of the Program’s equipment.

FAX MACHINES: Occasional limited personal use of the Program’s FAX machines is also available to employees using the same standards specified above. In order to ensure that the occasional limited personal use of the FAX machine does not result in additional costs to the Program, other requirements include:

1. A FAX for other than official government business which involves long distance charges is prohibited.

2. An occasional incoming FAX from an appropriate source is permitted.

As with any other workplace tool, abuse is possible, and the Program expects each employee to use good judgment and common sense in the workplace to avoid abuse and inappropriate use of resources. It is inappropriate to use any resource which will: interfere with the timely performance of the employee’s normal work duties; cast disrespect or adverse reflection upon the Program; reduce public confidence; support a personal business; support political or religious activities; or detract from the Program’s routine functions. Furthermore, it is inappropriate for employees to send, copy, create or display sensitive materials including, but not limited to, gambling, any illegal activity,
sexually explicit materials or materials that include profane, obscene or inappropriate language, or discriminatory racial or ethnic content. Such activities will be considered misuse or abuse of resources and may be subject to action under the Program’s disciplinary procedures.

ALL EMPLOYEES AND ANYONE UNDER CONTRACT WITH THE PROGRAM ARE REQUIRED TO ADHERE TO THIS POLICY. Misuse or abuse of copiers or FAX machines may result in access being revoked, which could result in an employee being unable to perform the job functions of his/her position. Misuse or abuse of copiers or FAX machines is subject to disciplinary action, up to and including dismissal.

The Program’s intent, through this policy, is to contribute toward a progressive work environment. However, since we are in the public sector, we cannot tolerate abuse of the policy.