

PRO-10**Issue Date**

November 19, 2009

Proper Use of Company, Customer, and Supplier Resources

Purpose/Summary

Company resources are provided for company business use, but limited use of company resources for personal use is acceptable. This procedure provides guidance on the proper use of company resources and addresses such issues as use of company office equipment for personal use. This procedure applies to all employees of The Boeing Company, including subsidiaries, contingent labor, consultants and others acting for the company unless otherwise approved by the vice president of Ethics and Business Conduct.

Supersedes

October 26, 2006

Applies To

All Boeing

Maintained By

Vice President of Ethics and Business Conduct

Authority Reference

Policy [POL-2](#), "Ethical Business Conduct"

Approved By

Michael L. Mesick
Vice President, Ethics and Business Conduct

Summary of Changes (including the Title Page)

The Issue Date, Supersedes date and Approved By have changed. In addition, this revision deletes Section 4, Personal Use of Boeing-Provided High Speed Router Connection in Your Home, to reflect the policy change relating to company-provided routers. Other clarification and editorial changes have also been made.

1. Introduction

The continued success of The Boeing Company requires the commitment of all employees to the proper allocation and use of company resources. Such resources, including Boeing physical property, time, information, and intellectual property, are provided for company business use. Nonetheless, occasional personal use of company resources by employees may occur without adversely affecting the interests of Boeing. This procedure authorizes such use, provides guidelines, and directs company managers to use their discretion in making responsible decisions concerning appropriate use of the resources they manage. Adoption of this procedure and its guidelines is grounded in the fundamental trust that all employees will behave responsibly and use good judgment to conserve company, customer, and supplier resources.

2. Requirements

This procedure provides guidance to employees on the proper use of company resources. It is not intended to cover every situation that could arise involving the use of company resources. Deviations from the guidelines included in the procedure and questions concerning situations not covered should be discussed with and determined by management. Additional guidance concerning proper use of company resources may be obtained from Ethics Advisors.

3. Responsibilities

- A. Employees are expected to use good judgment in the use of company resources. Any personal use of company resources must not result in significant added costs, disruption of business processes, or any other disadvantage to the company. Use of company resources for noncompany purposes is appropriate only when specifically authorized by company policy or procedure or when the user receives express authorization from his or her manager. Managers are responsible for the resources assigned to their respective organizations and are empowered to resolve issues concerning their proper use.

Employees can unknowingly compromise the security and integrity of Boeing information through the improper use of company equipment. Employees using company equipment for personal purposes are accountable for that use and must ensure that no such compromise results. Misuse of company property and/or time can result in disciplinary action per [BPI-2616](#).

Employees having custody of materials, equipment, and information belonging to Boeing or its suppliers or customers must comply with Boeing Policy [POL-13](#), "Intellectual Property Management and Information Protection," Boeing Procedure [PRO-1909](#), "Administration of Employee Corrective Action," and Boeing Procedure [PRO-2227](#), "Information Protection."

Employees must ensure that:

1. Such materials and equipment remain on company-controlled property unless use in another location has been authorized by management.
2. Proper measures are taken for the storage and safeguarding of company data and information to prevent unauthorized access, use, or removal by any means and in any form (electrical, optical, magnetic, or hardcopy) of such data or information.
3. All company computing assets and computer storage media for which a virus scanning capability exists are scanned regularly using current versions of company standard antivirus software.
4. Appropriate authorization is obtained before using or accessing software designated as shareware, freeware, or public domain.
5. Company, customer, and supplier resources are not used for outside business activities or unauthorized noncompany purposes.
6. Personal use of computing equipment does not compromise the security or integrity of company information or software.
7. Employee use of any Boeing-issued computer from home for Boeing business must be in compliance with all applicable procedures, including [PRO-2227](#), "Information Protection."
8. Resources entrusted to Boeing by current or prospective suppliers or customers are used only as authorized by the supplier or customer.
9. Any actual or suspected misuse of company computing assets must be immediately reported to management and Security.

B. Use of Boeing Resources for Noncompany Purposes

1. Boeing Communication Systems and Networks

Boeing communication systems and networks are provided for the conduct of company business. However, *limited* personal use of Boeing resources, such as telephones, facsimile machines, voice mail, E-mail, cell phones (and text messaging), pagers and internet systems by employees is permitted within the following guidelines:

- a. The use is of reasonable duration and frequency as determined by the immediate manager. Use can be revoked if determined to be unreasonable.
- b. If Boeing incurs added costs for such use, management approval is required.
- c. The use is not related to any illegal activity or the conduct of an outside business.
- d. The use would not cause embarrassment to the company.
- e. The use does not further the activities of religious, political, or other outside organizations, except as authorized under Section B.5.a.
- f. The use does not interfere with the performance of company business, the employee's assigned duties, or the assigned duties of other employees and does not adversely affect the performance of the employee or the employee's organization. Employees may use E-mail to send messages with union-related content, or that reasonably concern efforts to improve the terms and conditions of employment, subject to the guidelines set forth in this section B.1.

Use of Boeing E-mail systems involves additional considerations and requires special attention. Employees must bear in mind that E-mail is not private and its source is clearly identifiable. E-mail messages may remain part of Boeing business records long after they have been supposedly deleted. Employees must ensure that personal E-mail does not adversely affect the company or its public image or that of its customers, partners, associates, or suppliers. E-mail may not be used for external broadcast messages or to send or post chain letters, messages of a political or religious nature, or messages that contain obscene, profane, or otherwise offensive language or material that violate company policy or procedure, including Boeing Policy [POL-5](#), "Equal Employment Opportunity." Employees may use E-mail to send messages with union-related content, or that reasonably concern efforts to improve the terms and conditions of employment, subject to the guidelines set forth in this section B.1.

Telecommunication device charges are visible to management and employees via TotalAccess – Tools & Services. Telecommunication “Best Practice” information is available on the [End User Services website](#).

Issues concerning appropriate personal use of Boeing communication systems within a particular work group are to be resolved by the management of that organization.

2. Use of Boeing Computers, Copiers, and Similar Office Equipment

Boeing equipment, such as computers and copiers, are provided for the conduct of company business. The company and its organizations may incur costs based on the rate of use of such equipment. Boeing-issued computer equipment is only to be used by employees or Boeing-authorized personnel. Employees may not use a company mainframe, minicomputer system, or data network for any noncompany purposes except when such use is in accordance with this procedure. However, occasional personal use of a Boeing issued computer, copier, or similar office equipment is permitted within the following guidelines:

- a. The use should be infrequent and minimal.
- b. The use must not be related to any illegal activity or the conduct of an outside business.
- c. The use must not cause embarrassment to the company.
- d. The use does not further the activities of religious, political, or other outside organizations, except as authorized under Section B.5.a.
- e. The equipment should be used on an off-hour basis, such as during lunch time or before or after work hours.
- f. The use should not interfere with the performance of company business, the employee’s assigned duties, or the assigned duties of other employees and should not adversely affect the performance of the employee or the employee’s organization.
- g. There should be no incremental cost to the organization or the cost should be insignificant.

Issues concerning appropriate personal use of Boeing issued computers, copiers, and similar equipment within a particular work group are to be resolved by the management of that organization.

3. Company Travel Resources

Employees who travel on company business must take care to minimize company travel expenses. Company business travel is to be conducted in a prudent and cost-effective manner in compliance with company policies and procedures. Boeing Procedure [PRO-33](#), "Business Travel and Business Expense Reimbursement," provides guidance on company travel issues.

4. Use of Company Resources for Outside Organizations

a. Company-Requested Service to Nonprofit Organizations

An employee who has been requested by the company to participate in nonprofit industrial, professional, religious, civic, political, or charitable activities (such as United Way or similar loaned executive program) may use Boeing resources to carry out such participation if the use is approved by the employee's management.

b. Use of Company Resources for Political Purposes

Boeing Procedure [PRO-6393](#), "Employee Involvement in Political Activities," defines appropriate and allowable actions for the company and its employees with regard to political activities. Company policy generally prohibits employee use of company resources and facilities for political purposes. Approval for exceptions should be obtained through an Ethics Advisor.

4. References and Boeing Guidance:

- A. Boeing Code of Conduct
- B. [BPI-2616](#), "Employee Corrective Action Decision Making Process"
- C. [POL-5](#), "Equal Employment Opportunity"
- D. [POL-13](#), "Intellectual Property Management and Information Protection"
- E. [PRO-33](#), "Business Travel and Business Expense Reimbursement"
- F. [PRO-99](#), "Boeing Employees' Recreation Clubs"
- G. [PRO-1005](#), "Boeing Employees' Affinity Groups"
- H. [PRO-1909](#), "Administration of Employee Corrective Action"
- I. [PRO-2227](#), "Information Protection"
- J. [PRO-2821](#), "Security and Fire Protection"

- K. [PRO-3439](#), "Release of Information Outside The Boeing Company"
- L. [PRO-6393](#), "Employee Involvement in Political Activities"
- M. [PRO-6603](#), "Employee Community Involvement"
- N. [End User Security Handbook](#)
- O. [End User Services](#) (Voice Services Management)

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Frequently Asked Questions

1. My child attends a religious-based school. May I use my company e-mail to send and receive occasional Parent Teacher Association (PTA) meeting notices?

Limited personal use of your company e-mail to send or receive PTA meeting notices is permitted with your manager's approval, as this activity is not considered "furthering the activities of religious, political, other outside organizations." This guidance also applies to employees whose children attend public schools.*

* Limited use that does not interfere or disrupt company productivity and does not compromise the security or integrity of company resources.

2. A group of employees in my building would like to meet informally during lunch in a conference room to study religious teachings. Is this okay?

You may meet in a conference room to study religious teachings with your manager's approval as long as use of the conference room does not interfere with the performance of company business.

3. My co-worker is retiring from Boeing. We are planning a party and will be giving a gift. May we use our company e-mail to send the invitations and post flyers?

Limited use of your company e-mail to send invitations to your co-worker's retirement party is okay with your manager's approval. You may post flyers in your work area.

4. I heard about a prayer rally that will be held on company property during lunch. It is nondenominational and open to all those who pray. How can I let others at work know about this?

If this is a Boeing Recreation Club activity, you may post flyers in your work area or on Employee Bulletin Boards with your manager's approval. Otherwise, you may not use company resources to publicize this event.

5. May I use my company laptop to take notes at prayer meetings that are held at the church after work?

Yes, you may use your company laptop to take notes at prayer meetings after work with the approval of your manager as long as such use does not interfere with company business or cause the company to incur additional costs (e.g. storing information on server).

6. I sit on a not-for-profit community board that is not sponsored by the company and my participation is not at the company's request. May I use company e-mail to send and receive meeting notices to the board members?

Yes, you may use your company e-mail to send and receive notices on an occasional basis with the approval of your manager as long as such use does not interfere with company business or cause the company to incur additional costs. However, you should not otherwise be using company resources to further the activities of this board, such as sending out board minutes for approval or requesting board action on community board matters, as Boeing has not requested that you participate in this board as part of your job responsibilities.

7. I noticed old supplies such as notebook binders, pens, markers and obsolete projectors are no longer being used. Can I donate these to my child's school?

Answer: Any donation of "surplus" Boeing resources must be approved by management and Global Corporate Citizenship (GCC) per [PRO 6603](#) (Employee Community Involvement). Coordination with a GCC focal is required prior to an employee donating any surplus resource.

8. Can I use my Boeing-issued computer to join or access a social networking site?

Answer: Boeing-issued computers are provided for the conduct of company business. Limited/infrequent access to social networking internet sites from the Boeing network is currently allowed within the guidelines set forth within PRO 10 (3B #2), The [End User Security Handbook](#), and [PRO-3439](#) (Release of Information Outside The Boeing Company). *In addition, employees are strongly encouraged to seek management authorization prior to utilizing Boeing resources for social networking use.*