



Electronic Media

www.monarchsgym.com

info@monarchsgym.com

3599 Old Conejo Road., Newbury Park, CA 91320 (805) 375-4663
5331 Derry Ave Ste H-C, Agoura Hills, CA 91301 (818) 889-3634

Monarchs, uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, and internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Monarchs and are to be used only for Monarchs business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Monarchs policy, or not in the best interest of Monarchs.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on Monarchs computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Monarchs and remains the property of Monarchs. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Monarchs' ownership of the electronic information.

Monarchs will override all personal passwords if necessary for any reason.

Monarchs reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Monarchs policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Monarchs management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the Executive Director, Facility Managers, or Monarchs Owners.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by Monarchs. Except for such uses, these communication tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of Monarchs-paid computer access are to be used for Monarchs-related business only. Vitaly or Yelena Urusov must approve any information about Monarchs, its products or services, or other types of information that will appear in the electronic media about Monarchs before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to Vitaly and Yelena Urusov.