



NTS INFORMATION TECHNOLOGY POLICY ACKNOWLEDGEMENT

I have received a copy of the NTS Information Technology Policy and understand any and all NTS-owned or provided communication devices, including but not limited to phones, pagers, voice-mail systems, fax machines, electronic mail systems (including instant messaging and texting), network servers, personal computer systems, network tools (like browsers and internet access facilities), and any other similar systems of which I am a user is solely the property of NTS Development Company.

I also understand that messages and information residing in these systems are the property of NTS Development Company and that they may be accessed by a company representative at any time; therefore, there should never be an expectation of privacy in any matter.

I also understand that an infrequent and minimal amount of personal use of NTS-owned or provided communication devices is permitted during work time so long as it does not: interfere with your job performance, violate this policy or any other IT security or NTS workplace policy, consume significant resources or costs, interfere with NTS operations, or interfere with other employees' work time.

I also understand that, if approved, I may use my personal communication devices for NTS business-related matter, but that all NTS policies and workplace business conduct will apply.

My signature below is my acknowledgement that I understand and accept these terms.

Print Employee's Name

Employee's Signature

Manager's Signature

Date

Date