Contractor/Volunteer Electronic Systems and Communications Policy

Business Unit:	Legal		Level: 2
Effective Date:	June 2000	Responsibility of:	Vice President & General Counsel

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1. Purpose

Technology advances have dramatically strengthened global communications and information sources for individuals, academia and the business community. These communications and information sources provide great benefit while also carrying a certain level of risk. The goal of this policy is to reduce risks to the greatest extent possible in an effort to protect PMI, as well as its members, credential holders, staff and the public-at-large.

2. Electronic Systems Policy

PMI may give certain non-employees access to and use of PMI electronic systems, including but not limited computer systems, telecommunication systems and/or related equipment, in connection with PMI activities ("PMI Electronic Systems"). The following sections of this policy establish the rules which govern the conduct and use of PMI Electronic Systems for all such individuals including but not limited to contractors, temporary staff, members of the PMI Board of Directors and other PMI volunteers. These individuals are referred to as "Users" throughout the remainder of this policy. This policy states appropriate controls for the use of PMI Electronic Systems and reviews how to prevent improper or unauthorized use.

This policy does not govern the use and conduct on www.pmi.org, which is governed by the Terms of Use posted on that site at http://www.pmi.org/Home-Terms-of-Use.aspx. Additionally, this policy does not govern the use of PMI Electronic Systems by PMI employees, which is governed by the PMI Electronic Systems & Communications Policy contained in the PMI Employment Guide.

PMI retains the right to modify this policy at any time.

3. Acceptable Use of PMI Electronic Systems

All Users have a responsibility to use PMI Electronic Systems in a professional, lawful, and ethical manner. PMI provides Users access to PMI Electronic Systems for PMI-related activities. However, incidental or occasional use of PMI Electronic Systems for personal purposes is permitted, provided that such use does not conflict with any other provision of this policy or any applicable laws, and does not interfere with the User's ability to perform his/her role and/or PMI activities. Users must exercise due care and good judgment in using PMI Electronic Systems consistent with the terms and requirements of this policy and any applicable laws or regulations.

3.1 User Conduct

Each User confirms that he/she understands and agrees to abide by this policy by his or her use of PMI Electronic Systems. All information, data, text, software, music, sound, photographs, graphics, video, messages or other materials (content), whether publicly posted or privately transmitted on PMI Electronic Systems, are, unless otherwise

authorized by PMI, the sole responsibility of the User from whom such content originated.

Under no circumstances will PMI be liable in any way for any User's actions in violation of this policy or any applicable law. Users are prohibited from using PMI Electronic Systems for unlawful, inappropriate, or unauthorized purposes, including, but not limited to, the use limitations outlined in this policy. Users who receive, or are aware of, any inappropriate or illegal communication or activity are required to immediately notify the PMI Human Resources Department or PMI Legal Department.

3.2 Unlawful Communications

Users may not upload, post, send by e-mail, or otherwise transmit any unlawful, tortious, or harmful content, or content otherwise prohibited under law or under contractual or fiduciary relationships (for example: proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements). Users may not post or transmit any communication which may encourage or facilitate members to arrive at any agreement which either expressly or implicitly leads to price fixing, a boycott of another's business, or other conduct which is intended to illegally restrict free trade. Recognizing the global nature of PMI and PMI Electronic Systems, Users agree to comply with all local rules regarding conduct and acceptable content, including applicable laws regarding the transmission of technical data exported from the United States or the country in which the User resides.

3.3 Inappropriate Communications

Users may not post or transmit any material which are illegal or otherwise violates or infringes in any way upon the rights of others, which is defamatory, abusive, profane, harassing, threatening, sexual, offensive, discriminatory or otherwise unethical, including but not limited to any other unauthorized or inappropriate materials (for example: stalking others).

3.4 Unauthorized Activities

PMI Electronic Systems may not be used to send, receive, view, or store advertisements, solicitations, promotions or endorsements without prior written permission from PMI. Users are strictly prohibited from uploading, posting, e-mailing, or otherwise transmitting unsolicited or unauthorized advertising, promotional materials, spam, pyramid schemes, games, jokes, chain letters, or any other forms of solicitation.

3.5 Misrepresentations

Users will neither impersonate any person or entity, nor falsely state or otherwise misrepresent their affiliation with a person or entity. Users in any forum will not make

any representations of personal or unauthorized opinions and views as being those of PMI.

3.6 Information Security Breaches

Users will make all reasonable efforts to prevent and immediately report to PMI the existence of viruses, tampering, or other breaches of PMI Electronic Systems security.

Users are prohibited from using PMI Electronic Systems to damage, alter, disrupt, or gain unauthorized access to PMI Electronic Systems or other remote computers, systems, or other electronic devices including, but not limited to, any unauthorized use or disclosure of any PMI security codes or passwords.

Users are prohibited from uploading, posting, e-mailing or otherwise intentionally transmitting any material that contains software viruses or any other computer code, file, or program designed to interrupt, destroy, limit or in any way jeopardize the security and functionality of any computer software, hardware, or telecommunications equipment.

3.7 Viruses and Malicious Computer Programs

Files obtained from others, including but not limited to files downloaded from the internet, attached to e-mail, or contained on digital or electronic storage devices may contain computer viruses or other types of malicious programs that may damage PMI Electronic Systems. Users must never directly download/upload files from the Internet, open, execute or install e-mail file attachments from outsiders, or use digital or electronic storage devices from outside sources without first scanning the material with virus checking software.

3.8 Confidentiality of Computer Passwords

PMI requires each User to use a unique user name and password to access PMI Electronic Systems. Users must keep their user name and password confidential. Any unauthorized use of user names or passwords must be reported to PMI's Vice President & General Counsel

3.9 Ownership of Data and PMI Right to Monitor and Access

PMI retains ownership of all data sent to or from, generated on, contained on, or transmitted or received by, all PMI Electronic Systems. Users have no expectation of privacy in anything they create, store, send or receive using PMI Electronic Systems. Users expressly waive any right of privacy in anything they create, store, send or receive using PMI Electronic Systems. Users may not deny PMI access to and review of all materials created, stored, sent or received through any and all PMI Electronic Systems. Users' use of terms such as "private" or "confidential" in connection with any communication will not exempt such communications from review by PMI.

Accordingly, PMI reserves the right to monitor, access, retrieve, read, and disclose, at any time, any User electronic communication, data or other similar material related to the use of PMI Electronic Systems. PMI also has the right to monitor and log any and all aspects of PMI Electronic Systems including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file uploads/downloads, and all communications sent and received by Users via PMI Electronic Systems.

PMI will make reasonable searches when legitimate business purposes warrant such action. Examples include the necessity to:

- Identify and safeguard company property and records
- Investigate work-related misconduct
- Respond to reliable tips regarding unlawful activity
- Retrieve materials available only in an individual's office , work station or other work location while he or she is away

4. Communications Policy

The following policies establish the rules which govern the communication of PMI information both inside and outside of the organization. This policy applies to "Users," as defined above, whenever they are acting in their capacity with PMI, while they are on the PMI premises or they are engaged in a PMI activity (whether on premises or off premises) and regardless of whether or not they are using PMI Electronic Systems or non-PMI electronic systems and regardless of whether they are interacting with others in person or by any other means of communication.

4.1 Protection of Confidential, Proprietary Information or Trade Secrets

As set forth in the PMI Confidentiality Policy, Users may not purposefully disclose confidential, sensitive or proprietary information within or outside the corporation, except to individuals known to be authorized to receive such information. As such, Users are prohibited from sending, transmitting, or otherwise distributing PMI proprietary information, data, trade secrets or other sensitive or confidential information if such disclosure of information would be in violation of the PMI Confidentiality Policy.

4.2 Copyright Protection

Users may not copy or distribute material protected under copyright law, or make that material available to others for copying or distribution, unless the owner of such material has given permission to do so. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material he/she wishes to download or copy.

4.3 Recording and Eavesdropping on Conversations

To facilitate open communication throughout the organization and ensure compliance with applicable federal, state, and local wiretapping, eavesdropping, and privacy laws, PMI has the following policy: No User may openly or secretly record any conversation, communication, activity or event made or performed via PMI's Electronic Systems without prior written authorization of PMI's Vice President & General Counsel. This prohibition applies to any conversation, communication, activity or event which in any way involves PMI, its employees, members, or volunteers, or any customers or clients, or any other individual with whom PMI is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys and independent contractors). This policy also applies to conversations and communications with any third parties including, but not limited to, outside legal counsel, auditors and regulatory officials.

The term "recording" as used in this policy includes the recording by any means of the sounds or visuals that comprise any conversation or communication, regardless of whether the conversation or communication is taking place in person, over the telephone, or via any other communications device or equipment; regardless of the method used to record; and regardless of when the conversation or communication takes place on or off PMI's premises.

If any User has any questions or concerns regarding whether any contemplated recording would violate this policy, he or she must discuss the matter with the PMI Legal Department.

On occasion, PMI may record or otherwise monitor conversations or other communications for legitimate business purposes, including customer service training, and to protect the integrity of certain business transactions (for example, sales orders taken over the telephone). Generally, individuals will be notified when such taping or recording occurs, in accordance with applicable laws and sound employee relations principles. Under certain circumstances permitted by law, however, notice may not be given, such as an investigation into allegedly unlawful or unethical activities, in conjunction with regulatory or other enforcement authorities.

5. Policy Distribution

Internal for Action:

- Vice President & General Counsel
- Vice President, Human Resources
- Vice President, Information Technology

Internal and External for Information and Awareness:

All contractors, temporary staff, members of the PMI Board of Directors and other volunteers who interact with PMI Electronic Systems while performing the functions of their role are the audience of this policy.

6. Related Documents

Related procedures, forms, and other support documents enforce, maintain, and verify policy compliance. These procedures and forms support this policy:

Document Name	Document Type (Procedure, Form, User Guide, etc.)
PMI.org Terms of Use Agreement	Agreement
PMI Employment Guide	Employment Guide

7. Revision History

Changes to this policy are made as necessary under the direction of the preparers and approvers. The change log describes new topics and other changes.

Action (Creation, Revision, Review)	Effective Date	Changes/Approvals
Creation	June 2000	
Revision	October 2004	
Revision	June 2011	Revised to update language to be consistent with current law and technology and clarify scope of individuals covered by policy. Ownership transferred from IT to Legal.

8. Glossary

This policy uses the following specific terms, acronyms, and abbreviations:

Term	Definition
PMI Electronic Systems	including but not limited computer systems, telecommunication systems and/or related equipment, in connection with PMI activities
User	including but not limited to contractors, temporary staff, members of the PMI Board of Directors and other PMI volunteers