Electronic Resources Policy

Trindel Insurance Fund (hereafter referred to as the "Fund"), provides its employees with the technological resources needed to do their jobs, such as laptops, tablet computers, desktop computers, servers, printers, fax machines, telephones, cellular phones, smart phones, personal digital assistants, and access to the Internet, voicemail, email, text messaging, and instant messaging systems (together, "Electronic Resources"). These Electronic Resources are intended for business use. Consequently, the Fund's Electronic Resources may not be used to solicit for commercial activity unrelated to the business of the Fund. Any personal use of the Fund's Electronic Resources must be limited to non-work time.

Access

As permitted by law, the Fund may access its Electronic Resources, as well as any documents, data, or other information created on, opened from, or stored on any of its Electronic Resources, without notice to users of the Electronic Resources in the ordinary course of business when the Fund deems it appropriate to do so. Reasons for which the Fund may obtain such access include, but are not limited to maintaining the system, preventing or investigating allegations of system abuse or misuse, ensuring compliance with software copyright laws, and complying with legal and regulatory requests for information. Employees have no reasonable expectation of privacy in their use of the Fund's Electronic Resources, or any documents, data, or information created on, opened from, or stored on (including pictures, videos, or audio files) these Electronic Resources. Although you may need a password or passwords to access Electronic Resources, the use of such passwords does not mean your use of these resources is private. The Fund may override the passwords or use other means to access its Electronic Resources.

No one may access, or attempt to obtain access, to Electronic Resources assigned to another employee or individual without appropriate authorization.

Storage

The Fund may store electronic communications or other documents, data, or information created on its Electronic Resources on magnetic media for a period of time after the communication is created. From time-to-time, magnetic media copies of communications or other documents, data, or information created on its Electronic Resources may be deleted.

Downloading software

Employees are prohibited from downloading software or other program files or online services from the Internet without prior written approval of the Executive Director or his or her designate. Downloading of games from the Internet is prohibited. Downloading of any executable files or programs that change the configuration of an employee's system by anyone other than information systems personnel is prohibited. The employee should take extreme caution when downloading approved software or files from the Internet. All files or software should be

passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks. Additionally, compliance with copyright and trademark laws when downloading material from the Internet is mandatory. If the employee finds that any damage occurred as a result of downloading software or files, the incident should be reported immediately to the network administrator or the Executive Director. Questions must be directed to your supervisor or the Executive Director.

No Harassment

The Fund's policy prohibiting all types of harassment applies to the use of the Fund's Electronic Resources, including Internet access. No one may use the Fund's Electronic Resources in a manner that may violate that or any other Fund policy.

Using Social Media

At the Fund we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, "social media" can mean many things. "Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Fund, as well as any other form of electronic communication.

The Fund's personnel policies, principles, and guidelines apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Fund or the Fund's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read this policy, the "Electronic Resources" policy, the "Equal Employment Opportunity" policy, the "No Harassment" policy, and the "Safety" policy and ensure your postings are consistent with these policies. Inappropriate postings that may violate any of those policies or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the Fund. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisor than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Fund policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Fund, fellow employees, members, customers, suppliers, people working on behalf of the Fund, or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of Fund trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related communications.

Do not create a link from your blog, website or other social networking site to a Fund website without identifying yourself as a Fund employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the Fund. If the Fund is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Fund, fellow employees, members, customers, suppliers or people working on behalf of the Fund. If you do publish a blog or post online related to the work you do or subjects associated with the Fund, make it clear that you are not speaking on behalf of the Fund. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Fund."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the "Electronic Resources" policy.

Do not use Fund email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

The Fund prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts.

Employees should not speak to the media on the Fund's behalf without contacting the Executive Director. All media inquiries should be directed to the Executive Director.

If you have questions or need further guidance, please contact your supervisor or the Executive Director.