

**SABENA AIRLINE
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CENTER, INC.**

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ELECTRONIC COMMUNICATION & INTERNET USE

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To: All Employees, Students

In an effort to provide accessibility, speed communications and to ease workloads, all students and employees have access to the SATC' computer systems, including electronic mail and the Internet. These systems were installed for SATC business and all information is treated as SATC property.

The following sets forth the SATC policy and guidelines regarding the proper use, access and disclosure of information retained on the electronic communication and Internet system. SATC reserves the right to change this policy at any time, with or without prior notice.

- **Electronic Mail.** SATC does not, on a routine basis, monitor electronic mail messages. However, SATC reserves and intends to exercise the right to access and disclose the contents of electronic mail messages.

The personal use of the electronic mail system is permitted within SATC. However, such messages shall be treated no differently from other messages. Messages of a highly personal nature should not be communicated by electronic mail.

- **Internet.** SATC offers access to the Internet for students and employees for informational and educational purposes only. Students and employees are prohibited from transmitting on or through any of the Internet services any material that is unlawful, pornographic, threatening, abusive, libelous, hateful, or encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law. This includes, but is not limited to, material protected by copyright, trademark, trade secret, or any other statute. SATC reserves the right to remove such illegal material from its server.
- **Local Area Network.** Documents created through the local area network on SATC' word processing system belong to and are accessible by SATC at any time. The network document manager provides a means of setting security on an individual document. The user must determine security. However, the system administrator or supervisor may override Security and access any document. Access to secured documents will be handled on a need to know basis.
- Students and employees who violate these regulations will be faced with disciplinary actions. Disciplinary actions may include a verbal warning, written warning, suspension without pay and or discharge. The appropriate disciplinary action imposed will be determined by the Managing Director / Head of Training. The management does not guarantee that one form of action will necessarily precede another.

Kris Van den Bergh
Managing Director / Head of Training