



5.12 – Employee Demo Account Policy

Policy Purpose and Scope

This policy will outline and describe the purpose of employee demo accounts and how they are assigned.

Roles and Responsibilities

The Human Resources Department is responsible for authorizing new hire demo accounts and oversight. Strict adherence to this policy is enforced by the Human Resources Director and Management.

Operational Procedures

A standard process is implemented to ensure that employee demo accounts are created, utilized and properly documented. Employee demo accounts are regularly reviewed to make sure they are used properly as intended.

Functions

New Hire Employee Demo Accounts

The Human Resources Department submits a request for a new employee demo account to the Billing Department using the Employee Audit Form. Employee demo accounts are strictly for internal use only for training purposes. Demo accounts shall not be used for personal or commercial purposes.

All employee demo accounts will have a default domain assignment (a PhotoBiz sub-domain). At no time should an employee demo have a proper domain. Employee demo accounts cannot be forwarded to another internet destination or linked to another website. The Billing Department keeps each employee demo account on “Demo” membership status and cannot be made “Active”.

Each demo account will have all products to enable the new employee to get familiar with its features and functions.

The Human Resources Department reviews all employee demo account content regularly to ensure that each account complies with this policy.

Once an employee is terminated, the demo account is reviewed and purged to be reused in the future.

A list of current employee demo accounts can be found on the Billing System Intranet.