

INTERNET USE



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Test Yourself

INTRODUCTION

The Internet is a valuable tool in the conduct of Northrop Grumman business and, when used properly, greatly enhances the productivity of Northrop Grumman's employees. Use of the Internet for communications and research provides enormous added value to our work every day. At the same time, improper use of the Internet can result in significant, unnecessary costs and security risks. Employee misuse of the Internet can also result in mischarging or other employee wrongdoing. Internet misuse negatively affects our abilities to perform our jobs effectively while maintaining our company's competitive edge.

A BUSINESS ASSET

The Internet may be used for business purposes by employees who have been granted access by their management. Most Northrop Grumman employees are provided access to the Internet on their business computers. Employee's use of the Internet may not interfere with users' work performance, have an adverse impact on the operation of the computer system or result in a violation of Northrop Grumman policies/procedures. Your access to the Internet is not an automatic right or benefit and may be denied or revoked at any time. Employee communications that are created, sent, retrieved, deleted, stored, or otherwise associated with Northrop Grumman's electronic media, are not private and may be accessed and monitored by company-authorized individuals. Internet usage that results in violation of company policies and procedures may result in disciplinary action up to and including termination of employment.

BUSINESS USE

An employee may access the Internet for legitimate Northrop Grumman business reasons.

You are responsible for all of your Internet-related activities, and you must take reasonable steps to prevent unauthorized use of your network account, including never sharing your username and password. The company attempts to block inappropriate content, such as unsuitable Web sites and spam e-mail, from entering the company network. However, because the Web sites and communications methods used on the Internet change rapidly, it may be possible to access inappropriate content. All Northrop Grumman employees are responsible for ensuring that they use the Internet in a professional manner that complies with company policies and procedures and the Northrop Grumman Standards of Business Conduct.

When using the Internet, remember:

- All network traffic that you generate includes a network (Internet Protocol) address and/or the domain name “.ngc.com,” which identifies the traffic as originating from Northrop Grumman.
- If you mistakenly connect to a Web site that is inappropriate, you should close the window to disconnect from the site immediately. Inappropriate Web sites include those that contain objectionable content, sexually explicit, racist, sexist, violent, or other potentially offensive material.
- Proprietary information, trade secrets, private company information, classified data or information subject to export control requirements should not be discussed, posted or stored on any Internet sites unless authorized by the appropriate company authorities. Communications of such information must also be authorized and encrypted as required by company procedures.
- Accessing, uploading, downloading, or transmission of material that contains offensive, unlawful, or obscene material is prohibited. This includes material that could reasonably be considered offensive based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, veteran status or disability.
- Unauthorized downloading and/or use of copyrighted material, including images, music, video, games, books, or software is prohibited.
- Software products must not be downloaded from the Internet if they are not appropriately licensed or approved for use by the company. Non-standard software must be approved through the company waiver process. Unauthorized software can potentially introduce malicious software onto the computer and the company network.
- Non-copyrighted files can be downloaded from the Internet if it is relevant to your work and has been checked for malicious software.
- Public chat room, bulletin boards, and news groups should not be used from your company network account. Any comments you make or information you post will be associated with Northrop Grumman's name and will be sent to a large distribution of unknown recipients.

- Do not allow the use of your network account by others, including family members. Not only is this a violation of company policy, you are responsible for any use of the Internet from your network account and from your company computer.
- Unauthorized network scanning, network monitoring, or disruption of network communications is prohibited.

PERSONAL USE

Some personal use of the Internet is acceptable and must comply with company policy and Standards of Business conduct. Employee use of the Internet for personal reasons must not:

- Be done during working time, preempt company business, or compromise other employees' productivity
- Compromise security or the company's reputation
- Create a hostile working environment or set a poor behavioral example

Use of the Internet for personal business use, such as running a consulting or side business, is considered misuse of company resources and is prohibited.

SOCIAL MEDIA SITE USE

Social media sites can be used by cyber spies to engage in espionage and gather information on potential targets for cyber crime. In order to minimize the chance that you will be targeted by cyber spies, the following best practices should be employed when using social media sites on the Internet:

- Do not use your Northrop Grumman e-mail address as the e-mail address associated with social media site used for personal use.
- Do not publish your affiliation with Northrop Grumman on social media sites used for personal use.
- Do not post detailed information about your job. Remember that company procedure prohibits posting or discussing proprietary information, trade secrets, private company information, classified data or information subject to export control requirements.
- Secure your profiles so that they are not visible to "everyone" or searchable via public search engines (e.g., Google).

Northrop Grumman uses social media sites on the Internet for external marketing and recruiting purposes. When joining these communities, remember the following:

- When posting comments, follow appropriate company procedures and the company Standards of Business Conduct. Posting of company proprietary or sensitive information is prohibited.
- Do not assume that the information you post is visible only to employees. Comments that you post will be visible to "everyone" who is part of the community, which may include non-employees and foreign nationals.
- When joining these communities, the "public" part of your profile (which may include the picture associated with the account, personal information, and friends list) may be visible to everyone who is part of the community, including non-employees and foreign nationals.

CONSIDERATIONS

When using the Internet, consider the following tests::

- Is this a productive use of my work time?
- Would I do this if my manager was looking over my shoulder?
- Am I representing the company in a responsible, respectable and appropriate manner?

If you have any questions, ask your manager for guidance.

TEST YOURSELF

A co-worker in the cubicle next to yours regularly uses a company computer to access pornographic Internet sites.

Yes No

1. Should you report this to management or the OpenLine?

You were searching the Internet for a report relevant to your job, prepared by a professional organization. You punch a wrong key by accident and end up in a site that is interesting but totally irrelevant to your job.

2. Would it be OK if you browse the site for an hour before resuming your work?

While doing research on the Internet for a work project, you come across free software that sounds like it offers functionality that could help your project.

3. Can you download and install the software on your company computer to see how it works?

4. What if you purchase the software, so that the company has a software license?

You are on your lunch hour, during a regular work day.

5. Can you check your personal e-mail or connect to a news Web site?

6. On one of the Web pages you visit, you see a message that Northrop Grumman has blocked the entire page (or an advertisement on the page). Is this a security violation?

It is after your normal workday.

7. You decide to surf to a Web site that is obviously inappropriate, and are able to connect to the site. Since you were able to get to the site without receiving a message that the site was blocked by the company, is it OK to visit this site?

CORRECT ANSWERS

1. Yes. Accessing offensive Web sites is prohibited (CO R106 *Internet Use*).
2. No. Personal use of the Internet must not preempt company business (CO R106).
3. No. Software must not be downloaded or installed without prior approval through the standard software acquisition process (CO R106, CP R1 *Computer Systems and Electronic Media*). Non-standard software must be approved through the waiver process.
4. No. Again, software must not be downloaded or installed without prior approval through the standard software acquisition process (CO 106, CP R1). Non-standard software must be approved through the waiver process.
5. Yes, as long as you do this during personal time and you follow company security policies (CO R106).
6. No, unless repeated attempts are made to access the same prohibited site (CO R106).
7. No. This is an inappropriate use of company resources, and you should immediately disconnect from the site (CO R106).

APPLICABLE POLICIES AND PROCEDURES

CP R1 Computer Systems and Electronic Media
CO R106 Internet Access
CO J103 Protection of Information
CO J103A Protection of Information Matrix
CO J104 Unclassified Information Systems Security
CO R104 Northrop Grumman Global Network