

Use of Company Resources

1. Company resources are intended for use in performance of employee's work-related duties. This includes, but is not limited to, office supplies, such as pens, paper, and the like; postage; copy machines; fax machines; computers; and Internet connections.
2. We recognize that employees work long hours and may occasionally use a small amount of company resources for personal reasons (e.g., making a few copies). However, it is not appropriate to do so during normal working hours and any significant resources required should either be obtained outside the office or the employee may reimburse the company for use of company resources. Any judgment about the limitations of acceptable use will be at the discretion of management.
3. Boston Common will ensure that all company resources (e.g., charitable and political donations, vendor selection, and partner alignment) will be utilized to further our mission in the pursuit of financial returns and social change with integrity and excellence.