

Email Policy

1.0 Overview

“Company Name” is committed to protecting its clients, patients, staff, and the company from illegal or damaging actions, either intentional or unintentional, through the use of email. “Company Name”’s intentions for publishing an email policy are not to impose restrictions that are contrary to “Company Name”’s established culture of openness, trust and integrity but rather to outline the appropriate use of email as a means of communication.

2.0 Purpose

The purpose of this policy is to ensure the proper use of “Company Name”’s email system. Users are subject to the “Company Name”’s [Information Technology Privacy Policy](#) and consistent with it email can be monitored without prior notification. Any questions or comments about this policy should be directed to Information Systems.

3.0 Scope

This policy applies to clients, faculty, staff, or individuals external to “Company Name”’s that utilize the “Company Name”’s email system. All messages distributed or received via the company’s email system, even personal emails, are subject to all “Company Name”’s Information Technology Policies.

4.0 Policy

Users are strictly prohibited from:

- Sending unsolicited email messages such as chain mail or spam.
- Forging or attempting to forge email messages, or disguising or attempting to disguise your identity when sending mail.
- Giving out a password for any type of “Company Name”’s account via email.

Users are strictly required to:

- Delete spam, chain, and other junk email without forwarding.

Duty of care

- Users must take the same care in sending an email as they would for any other communication. Employees must exercise the utmost caution when sending email. Sensitive information, as defined by departments and discussed in the [Information Sensitivity Policy](#), must not be forwarded via any means, unless that email is critical to business and is encrypted in accordance with the [Acceptable Encryption Policy](#).
- In addition, users are reminded that they will be held responsible for the content of e-mail the same as with any other communication. An e-mail which is defamatory may lead to the user being sued by the defamed individual. An employee who sends a sexually harassing e-mail may be disciplined in accordance with “Company Name”’s Equal Opportunity Grievance Procedure. A user who sends an e-mail which threatens the commission of a crime may be arrested. Thus, e-mail does not insulate users from responsibilities which otherwise exist.
- All users of “Company Name”’s e-mail must be aware of the “E-Mail Communications Policy,” This provides that, with some exceptions, e-mail may be used as an official means of communication with clients, patients, faculty, and staff.

Personal usage

Although the company's email system is meant for company/business communication, "Company Name"s allows the personal use of email as long as it complies with company's policies and does not interfere with productivity or the mission of the company. Personal e-mail, however, is not exempt from the Information Technology Privacy Policy, including the provisions there related to monitoring and access.

5.0 Enforcement

Anyone found to have violated this policy may be subject to disciplinary action, up to and including suspension of access to technology resources or termination of employment. Staff may be referred to HR for discipline. A violation of this policy by a temporary worker, contractor or vendor may result in action up to and including the termination of their contract or assignment with "Company Name"s.

6.0 Definitions**Spam**

Spam is any unauthorized and/or unsolicited electronic mass mailings.