**Blue Team X**

**POLICY & PROCEDURES**

### **Email Policy**

### **Effective Date:** <Month Day, Year> **Rev.** 1

**Policy:** We must develop, implement, and regularly review a formal documented process outlining the acceptable use of email systems within the company.

**Procedures:** Accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the company's email resources are provided for business purposes. Therefore, the company maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the company also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

**Agreement:** All company employees, contractors or temporary staff who have been granted the right to use the company's email services are required to sign this agreement confirming their understanding and acceptance of this policy.

**Details:**

* Employees shall not share any sensitive company information via email
* All email is subject to interception and monitoring.
* Users shall not expect any right to privacy.
* use of company communications systems to set up personal businesses or send chain letters
* distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
* distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
* accessing copyrighted information in a way that violates the copyright
* broadcasting unsolicited personal views on social, political, religious or other non-business related matters
* undertaking deliberate activities that waste staff effort or networked resources
* introducing any form of computer virus or malware into the corporate network