

Email Usage Agreement

Employee Information

Employee Name:

Employee ID:

Department:

Job Title:

Manager/Supervisor:

Email Usage Policy Acknowledgment

I, [Employee Name], acknowledge that I have read, understood, and agree to comply with the organization's Email Usage Policy. I understand that this policy governs the use of the organization's email systems and services, including but not limited to:

- Sending and receiving emails
- Email storage and retention
- Use of email for business purposes
- Protection of sensitive information

Email Usage Guidelines

I agree to the following guidelines:

Authorized Use:

- I will use the organization's email systems only for authorized business purposes.
- I will not use email for personal gain or illegal activities.

Data Security:

- I will protect sensitive information from unauthorized access, disclosure, or misuse.
- I will use encryption for sensitive emails as outlined in the policy.

Password Management:

- I will create strong passwords for my email account and never share them with others.
- I will use multi-factor authentication (MFA) where required.

Email Content:

- I will ensure that all email content is professional and appropriate.
- I will not send or forward chain emails, spam, or malicious content.

Email Retention:

- I will adhere to the organization's email retention policy.
- I will not delete emails that are required to be retained for legal or business purposes.

Incident Reporting:

- I will report any security incidents, breaches, or policy violations immediately to the IT department or my supervisor.
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Compliance:

I understand that failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Employee Acknowledgment

Employee Name:	Employee Signature	Date

Manager/Supervisor Acknowledgment

Manager/Supervisor Name	Manager/Supervisor Signature	Date