

Email Policy

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1. Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

2. Purpose

The purpose of this email policy is to ensure the proper use of Amar Ujala's email system and make users aware of what Amar Ujala deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Amar Ujala Network.

3. Scope

This policy covers appropriate use of any email sent from Amar Ujala email address and applies to all employees, vendors, and agents operating on behalf of Amar Ujala.

4. Policy

4.1 The default mail size would be 2 MB. This includes the body of email as well as the attachment.

4.2 Every 10 days, the old emails present in the server will get deleted, automatically. Roaming users who rarely work in office campus are exempted from this rule. The same will be communicated to IT by the HR department at the time of ID creation.

4.3 Any exception for the above two points should have business justification from the Dept HOD and the final authorizer would be the IT Head

4.4 All use of email must be in line with Amar Ujala policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

4.5 Amar Ujala email account should be used primarily for organization's business-related purposes; personal communication is permitted on a limited basis, but non-Amar Ujala related commercial uses are prohibited.

4.6 All Amar Ujala data contained within an email message or an attachment must be secured according to the Data Protection Standard (Ex: Executable files are prohibited).

4.7 Email should be retained only if it qualifies as an Amar Ujala's business record. Email is a business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

4.8 Email that is identified as an Amar Ujala business record shall be retained according to Amar Ujala's Record Retention Schedule.

4.9 The organization email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content should report the matter to their supervisor immediately.

4.10 Users are prohibited from automatically forwarding Amar Ujala emails to a third party email system. Individual messages which are forwarded by the user must not contain Amar Ujala's confidential or above information.

4.11 Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Amar Ujala's business, to create or memorialize any binding transactions, or to store or retain email on behalf of organization. Such communications and transactions should be conducted through proper channels using approved documentation.

4.12 Using a reasonable amount of Amar Ujala resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters/festival greetings with heavy attachments, or joke emails from an organization's email account is prohibited.

4.13 Amar Ujala employees shall have no expectation of privacy in anything they store, send or receive on the organization's email system.

4.14 Amar Ujala may monitor messages without prior notice. Amar Ujala is not obliged to monitor email messages.

5. Policy Compliance

5.1 Compliance Measurement

The Infosec team of IT will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, remote monitoring, business tool reports, internal and external audits, and provide feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team of IT in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action as per Amar Ujala's policy

6. Definitions and Terms

Organization mentioned in the document means Amar Ujala.

7. Revision History

Date of Change	Responsible	Summary of Change
Nov 2014	IT Helpdesk Team	