**Security Awareness Policy**

**Email Policy**

The ACME Defense Contractors Email Service provides users with guidelines and compliance for the permitted use of business email technology resources. The policy applies to all individuals and every device that may receive and send emails.

**Ownership**

The business owns all the email systems, including the information they contain and the backup copies. Users remain able to have access to their emails and the information present in them.

**Monitoring**

The business scans emails at authorized gateways for viruses, Trojans, spam emails, and unsolicited commercial emails, either with or without consent, to ensure extra protection. To increase security, the business also gathers statistical data.

**Accountability**

Users' email rights may be revoked if they are found to be in breach of any disciplinary action. Users must preserve confidentiality and never reveal any information to the public.

**Ethical Behavior and Responsible Use**

The business provides users with email systems only for business communication and for day-to-day operations.

Only work-related communications and information sharing will be allowed. It is permissive to make announcements about any meetings, sessions, or awareness training and should adhere to the legal safeguards given by all relevant copyrights and licenses. For business communications, email signatures are recommended. Users must verify that incoming emails are from a trusted source and discard spam and other junk emails on a periodic basis without forwarding them. Email systems must be backed up and recoverable for at least 30 days.

Always ensure that email attachments are not too large, as gateways may block them. Users must not break any laws, rules, and regulations. Users are not authorized to publish any unlawful, incorrect, inaccurate, abusive, or racially objectionable content. It is immoral to forge or attempt to fabricate emails. Nobody should jeopardize the privacy, sensitive, or personal information of others. Unsolicited email is absolutely forbidden. It is strongly recommended that users only utilize work email for business communications, not personal email.