**Company Email Usage Policy**

**POLICY BRIEF AND PURPOSE**

The company email policy at [Company X] is designed to help its employees use their corporate email addresses correctly. Since the email address is essential to our daily jobs, we want our employees to understand the limitations of using the company email.

The aim of this policy is to save the confidential data of the company from breaches and protect our reputation and technological property.

**SCOPE**

This email usage policy applies to all the employees, vendors who are assigned or given the access to company email. This email address may be assigned to the employees individually or even to the department.

**COMPONENTS OF THE POLICY**

Company email is a powerful communication tool that helps employees in their jobs. This email is given to the employees to use for company-related purposes. However, we also provide employees with the freedom to use email for their personal work.

Later in this policy, we will define what constitutes proper and improper use.

**Correct Use of Corporate Email**

Employees of [CompanyX] are allowed to use their company emails for the purpose of work related to the company without any limitations. For instance, employees can use the assigned email to:

- communicate with current or future customers and partners

- login to the purchased software they need access to

- give their email address to the people they meet at the conferences, corporate events, or any other career fairs for business purposes.

- login to newsletters, online services, or any other platforms that will help them in their jobs or personal growth.

**Inappropriate Use of Corporate Email**

When our employees use their corporate email, they are representing our organization. Therefore, they must not:

- send insulting or discriminatory content to

- register for a competitive service unless authorized

- intentionally span other people’s emails, especially their coworkers.

- signup for unreliable, illegal, suspect. Or disreputable websites or services.

- send emails with unlawful marketing information or solicitation.

We have the right to monitor the corporate emails.

**Personal Use**

Employees can use their corporate emails for some personal work. For instance, they can use their email to:

- register for classes or meetups that may be helpful to them.

- send emails to friends and family as long as they do not disclose any confidential information or spam the email

- Download guides, ebooks, and other content that are of their personal use as long as they are safe and appropriate.

**Email Security**

Emails are often the easiest source of viruses, confidentiality breaches, hacker attacks, and other malwares. These issues can hinder our company’s reputation, legality, and security of our equipment.

Employees must:

- set the strong passwords with a minimum of eight characters(lower-case alphabets, upper-case alphabets, symbols, and numbers) without any personal information(eg., birthdays)

- set the passwords that are easy for them to remember as writing the passwords is unsafe.

- change their email passwords every four to five months.

Employees should also be aware of emails that contain malware or use phishing techniques. Employees are instructed to:

- not to open attachments or click on links when the content is inadequately explained.

- be careful from the clickbait titles

- check names and the emails of the senders to make sure they are legitimate

- check for style red flags (grammar mistakes, excessive no. of exclamation marks, or capital letters) or any inconsistencies.

If an employee is facing any difficulty in identifying whether the received email is safe, they can contact our security specialists.

We request our employees to keep their anti-malware programs updated.

**Email Signature**

We encourage our employees to create their email signatures that shows professionalism and represents our company well. Salespeople or the executives who represent our company to the customers or partners need to pay special attention while closing the emails. Below is an example of a perfect email closing:

[Employee Name]

[ Employee Title], [Company name with Link]

[Phone number] [Company address]

You may also include images, company logos, and work-related videos and links in your email signatures. If they are unsure about how to do this, they can take help from our office manager or their direct supervisor.

**DISCIPLINARY CONSEQUENCES**

Employees who do not follow this email usage policy will have to face the disciplinary consequences including and up to termination. Below are some of the examples of the reason for termination:

- using your company email address to send any confidential information without authorization.

- sending inappropriate or offensive emails to the coworkers, clients, or partners.

- Using the corporate email address for any unlawful activity.