Email Acceptable Use

Purpose

The purpose of this policy is to establish guidelines for the acceptable use of email at Jerry's Beverage Corporation. This policy is designed to ensure that email is used appropriately and professionally, and to safeguard the company's network and data from security risks.

**Scope**

This policy applies to all employees, contractors, and vendors who use Jerry's Beverage Corporation's email system.

**Content**

### *[Professional](#_Professional_Use_)* [*Use*](#_Security)[*Monitoring*](#_Authorization__)

### *[Confidentiality](#_Confidentiality__)* [*Enforcement*](#_Enforcement)

### [*Security*](#_Account_Lockout)

### *[Prohibited activities.](#_Prohibited_activities.)*

[*Email signatures*](#_Jerry's_Beverage_Corporation)

**Policy**

*Professional Use*

Email must be used for business purposes only. Personal use of email is prohibited, except for incidental and occasional use that does not interfere with work duties or productivity.

*Confidentiality*

Confidential information must not be transmitted over email unless it is encrypted or otherwise secured. Users must take care to send emails only to authorized recipients and must not forward or copy emails containing confidential information without authorization.

*Security*

Users must take reasonable steps to safeguard their email accounts and messages from unauthorized access. This includes keeping passwords secure, logging out of email accounts when not in use, and reporting any suspicious activity or security incidents to the IT department.

*Prohibited* *Content.*

Email messages must not contain any content that is harassing, discriminatory, defamatory, threatening, or otherwise inappropriate. Users must not use email to engage in illegal activities or to distribute malicious software or viruses.

*Email signatures*

All email messages sent from Jerry's Beverage Corporation's email system must include an appropriate email signature that includes the sender's name, job title, and contact information.

### *Monitoring*

### Jerry's Beverage Corporation reserves the right to monitor and review email messages sent over its email system. Users should have no expectation of privacy when using company email.

### *Enforcement*

Violations of this policy may result in disciplinary action, up to and including termination of employment. In addition, any inappropriate content or suspicious activity that is discovered will be investigated by the IT department.

### *Policy Review*

This policy will be reviewed and updated as necessary to ensure it remains relevant and effective in protecting Jerry's Beverage Corporation's network and data.