



# Cyber Tree Systems

## A Business IT Solution Company

<b>POLICY NAME</b>	Email & Messaging Use		
<b>DATE OF LAST REVISION:</b>	9/4/2003	<b>VERSION NO.</b>	1.43
<b>ADMINISTRATOR RESPONSIBLE</b>	Kevin McKnight		

### Purpose

To prevent tarnishing the public image of CTS. When email leaves the CTS domain, the public will tend to view that message as an official policy statement from CTS.

### Scope

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

### Policy Statement

- Prohibited Use

The CTS 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 from any CTS employee should report the matter to their supervisor immediately.

- Personal Use

Using a reasonable amount of CTS 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 or joke emails from a CTS email account is prohibited. Virus or other malware warnings and mass mailings from CTS shall be approved by CTS VP Operations before sending. These restrictions also apply to the forwarding of mail received by a CTS employee.

- Monitoring

CTS employees shall have no expectation of privacy in anything they store, send, or receive on the company's email system. CTS may monitor messages without prior notice. CTS is not obliged to monitor email messages.

### Enforcement

Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

### Terms and Definitions

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Email	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
Forwarded email	Email resent from an internal network to an outside point.
Chain email or letter	Email sent to successive people. Typically, the body of the note has directions to send out multiple copies of the note and promises good luck or money if the direction is followed.
Sensitive information	Information is considered sensitive if it can be damaging to CTS or its customers' reputation or market standing.
Virus warning	Email containing warnings about viruses or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
Unauthorized Disclosure	The intentional or unintentional revealing of restricted information to people, both inside and outside CTS, who do not have a need to know that information.

### Revision History

Revisions made 9/4/2023
-------------------------