

HR.01.05.POL	VSOLVIT EMAIL POLICY	
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1. Introduction

VSolvit uses authorized domain email addresses to perform business related communication both internally and externally. With the corporate domain Email address, all users will need to follow this policy.

2. Purpose

This policy outlines VSolvit's approach and policies for communication. Any interactions relating to work must be performed while remaining in compliance with the policy.

3. Scope

All VSolvit employees, and stakeholders who are provisioned with a VSolvit Domain account, or are employed with VSolvit must adhere to this policy.

4. Description

4.1 Company Issued Email Accounts

VSolvit will issue an email account to all employees.

4.2 Personal Use of Company Issued Email Accounts

VSolvit email accounts are for work application and business purposes only. Sending chain letters or joke emails from a VSolvit email account is prohibited.

4.3 Security of Company Issued Email Account

Employees are responsible for the security of VSolvit issued email accounts and the information stored through them. Virus or other malware warnings and mass mailings from VSolvit must be approved by the Director of Operations prior to sending. These restrictions also apply to the forwarding of mail received by a VSolvit employee.

When using your email account, remember that your conversations are not private as you are conducting them via a company issued platform. Those around you can see your conversations. To protect the confidentiality of Company information, please only open your account in a private or secure location.

Passwords, social security numbers, and other personal or confidential information should never be emailed in the body of the email text without the message being encrypted. Best practice is to ensure all confidential information only be emailed if in a password protected or secure (encrypted) attachment and marked appropriately.

4.4 Prohibited Use of Company Issued Email Accounts

The VSolvit email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive discriminatory, harassing, and/or obscene comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin, or any protected categories as defined by state and federal law. Employees who receive any emails with this content from any VSolvit employee should report the matter to their supervisor immediately.

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4.5 Monitoring of Employee Use of Email Account

VSolvit has the ability to access and review all information stored in an employees' account and network. VSolvit reserves the right to perform such inspections at any time, for any reason. You should not consider anything stored, sent, or received (included but not limited to; email, instant messaging, and internet access) on the company's email system to be private. VSolvit may monitor messages without prior notice. All electronic communication is considered the sole property of VSolvit.

4.6 Government Email Accounts

Any employee issued a government email account is still responsible for regularly checking/monitoring their VSolvit email account.

4.7 CUI Information

Controlled Unclassified Information (CUI) is government and/or sensitive information that requires protection. Please ensure you are reviewing your emails and communications for this information and taking the appropriate action to protect the information.

When to Mark and Encrypt:

If the information or media you are accessing falls within one of the categories listed below, it should be treated as CUI and must contain appropriate labels and marking prior to transfer:

- Personally Identifiable Information (PII)
- Sensitive Personally Identifiable Information (SPII)
- Proprietary Business Information (PBI) or Confidential Business Information (CBI)
- Unclassified Controlled Technical Information (UCTI)
- Sensitive but Unclassified (SBU)
- For Official Use Only (FOUO)
- Law Enforcement Sensitive (LES), and others.

For more information on CUI, please visit the CUI Federal registry:

<https://www.archives.gov/cui/registry/category-list>

Emailing CUI:

- The email must be encrypted.
- The applicable CUI marking must be included at the top of each email.
- If the email is forwarded, the Banner Marking must be moved or copied to the top of the forwarding email.
- It is best practice to include an indicator marking such as "Contains CUI" at the end of the subject line.
- CUI being emailed must be protected using Virtru or a password protected attachment.
- The name of the attached file may contain a CUI indicator.

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4.8 Use of Virtru

When there is a need to transmit CUI and/or any sensitive information, please use the Virtru platform in those instances. If you do not have this platform or have any questions, please email the IT Team at service.desk@vsolvit.com for support.

5. Enforcement

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

6. References and Policy Support

- [IT.02.02.POL CUI Data Management](#)
- [IT.00.19.POL IT Access Control Policy](#)
- [IT.00.08.POL Information Transfer Policy](#)
- [IT.00.22.POL Password Format and Protection Policy](#)

7. Appendix A

7.1 Revision History

Change Date	Version	Change Author	Change Summary
2/1/2023	1.0	EJ Powell	Initial Release

7.2 Approval Record

Date Approved	Version	Policy Owner	Approved By
02/03/2023	1.0	Stasi Washburn	Stasi Washburn