

# Email Policy

## 1. Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

## 2. Purpose

The purpose of this email policy is to ensure the proper use of Noesya email system and make users aware of what Noesya deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Noesya Network.

## 3. Scope

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

## 4. Policy

A. All use of email must be consistent with Noesya policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

B. Noesya email account should be used primarily for Noesya business-related purposes; personal communication is permitted on a limited basis, but non Noesya related commercial uses are prohibited.

C. All Noesya data contained within an email message or an attachment must be secured.

D. Email should be retained only if it qualifies as a Noesya business record. Email is a Noesya business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

E. Email that is identified as a Noesya business record shall be retained without limitation.

F. The Noesya 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 Noesya employee should report the matter to their supervisor immediately.

G. Users are prohibited from automatically forwarding Noesya email to a personal email system. Individual messages which are forwarded by the user must not contain Noesya confidential or above information.

H. Using a reasonable amount of Noesya 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 Noesya email account is prohibited.

I. Noesya employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.

J. Noesya may monitor messages without prior notice. Noesya is not obliged to monitor email messages.

## 5. Policy Compliance

A. Compliance Measurement: the security team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, internal audits, and feedback to the policy owner.

B. Non-Compliance: an employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## 6. Revision History

1.0 Date of change: 01/09/2021 - Responsible: Technical team - Summary of Change: Initial release