

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 Les Poupées Russes email system and make users aware of what Les Poupées Russes deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Les Poupées Russes Network.

3. Scope

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

4. Policy

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

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

C. All Les Poupées Russes data contained within an email message or an attachment must be secured.

D. Email should be retained only if it qualifies as a Les Poupées Russes business record. Email is a Les Poupées Russes 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 Les Poupées Russes business record shall be retained without limitation.

F. The Les Poupées Russes 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 Les Poupées Russes employee should report the matter to their supervisor immediately.

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

H. Using a reasonable amount of Les Poupées Russes 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 Les Poupées Russes email account is prohibited.

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

J. Les Poupées Russes may monitor messages without prior notice. Les Poupées Russes is

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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: 01/12/2019 - Responsible: Technical teams - Summary of Change: Initial release