

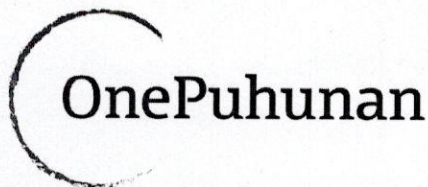


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Policy No.	:	INFORMATION SECURITY POLICY 2017 - 08	
Policy Name	:	EMAIL POLICY	
Version No.	:	1.0	
Effectivity Date	:	2017 March 01	
Replaces	:	- n/a -	
Target Group	:	ALL EMPLOYEES	
Total Pages	:	2	
Approved By	:	IT HEAD	 RAMEL E. ROBLES
	:	PRESIDENT	 DANIELE ROVERE



INFORMATION SECURITY POLICY 2017-08

POLICY NAME : E-MAIL POLICY

1.0 Purpose

The purpose of this policy is to prevent tarnishing the public image of MicroVentures Philippines Financing Company Inc. (OnePuhunan). When email goes out from the company's e-mail system, the general public will tend to view that message as an official policy statement from the company.

2.0 Scope

This policy covers appropriate use of any e-mail sent using the company's e-mail system and applies to all employees, vendors, and agents operating on behalf of the company.

3.0 Policy

Prohibited Use

The company 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 co-employee should report the matter to their supervisor immediately.

Personal Use

Using a reasonable amount of company 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 using the company email system is prohibited. Virus or other malware warnings and mass mailings using the company e-mail system shall be approved by the Information Technology before sending. These restrictions also apply to the forwarding of mail received by an employee.

Monitoring

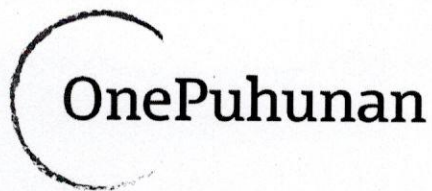
Employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. The company may monitor messages without prior notice. The company is not obliged to monitor email messages.

4.0 Enforcement

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

5.0 Definition of Terms

- **Email:** The electronic transmission of information through a mail protocol such as POP3, SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
- **Chain email or letter:** Email sent to successive people. Typically the body of the note has direction to send



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out multiple copies of the note and promises like good luck or money if the direction is followed.

- **Virus warning:** Email containing warnings about virus 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.

6.0 Revision History