

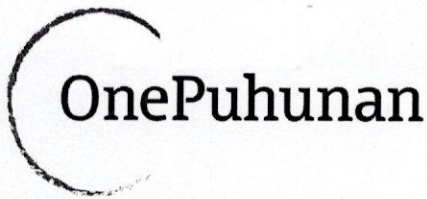


Policy No.	:	INFORMATION SECURITY POLICY 2017 - 09	
Policy Name	:	EMAIL FORWARDING POLICY	
Version No.	:	1.0	
Effectivity Date	:	2017 March 01	
Replaces	:	- n/a -	
Target Group	:	ALL EMPLOYEES	
Total Pages	:	1	
Approved By	:	IT HEAD	 RAMEL E. ROBLES
	:	PRESIDENT	 DANIELE ROVERE



INFORMATION SECURITY POLICY 2017-09

POLICY NAME : EMAIL FORWARDING POLICY

1.0 Purpose

To prevent the unauthorized or inadvertent disclosure of sensitive company information.

2.0 Scope

This policy covers forwarding of internal email to an external email address, and thereby the potential transmission, whether inadvertent or not, of sensitive information by all employees, vendors, and agents operating on behalf of MicroVentures Philippines Financing Company Inc. (OnePuhunan).

3.0 Policy

Employees must exercise utmost caution when sending any email from inside MicroVentures Philippines Financing Company Inc. to an outside network. Unless approved by an employee's manager, MicroVentures Philippines Financing Company Inc. email should not be forwarded to an external destination. Sensitive information will not be forwarded via any means, unless that email is critical to business.

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 SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
- **Forwarded email:** Email resent from an internal network to an outside point.
- **Sensitive information:** Information is considered sensitive if it can be damaging to MicroVentures Philippines Financing Company Inc. or its customers' reputation or market standing.
- **Unauthorized Disclosure:** The intentional or unintentional revealing of restricted information to people, both inside and outside MicroVentures Philippines Financing Company Inc., who do not have a need for such information.

6.0 Revision History