



Integra Micro Software Services (P) Ltd.

Email Policy

Guidelines for usage of integramicro.com Ids:

1. The email ID is given to you for the duration of your employment in Integra.
2. The email address is intended purely for any correspondance related to your work in the company. This includes communication between Integrans at different offices, clients, vendors and any parties specified by the immediate superior. Unsolicited mails and misuse shall be reported to the system administrator.
3. Authorization by the immediate superior is required for sending a mail message (including attachments) exceeding 10 MB in size.
4. Confidential information should not be sent to or solicited from any party, using any email account, without the explicit authorization by the immediate superior.
5. The company reserves the right to monitor the mail usage by any employee at any time on any computer or device belonging to the company.
6. Mails are not to be left on the server i.e. you must ensure that you delete mails from the server after downloading them.
7. No official mails are to be sent or received using any of the public email services (e.g. Hotmail, Yahoo, Rediff, Gmail etc)
8. All users email addresses will be included in the personal files with HRD.