



## **PROCEDURE AND POLICY MANUAL**

### **Out of Office when on leave**

#### **PURPOSE:**

To inform people that you are not in the office and/or don't have access to your emails.

#### **RESPONSIBILITY:**

- All employees making use of the Company's email system.

### **1. INTRODUCTION**

Out of Office auto response messages / notifications should be used solely for the purpose of informing correspondents that you are not in the office and do not have access to your emails. This could be for reasons such as you are out on site or away on leave, in this case it is important to list the contact details of the individual/s who will be dealing with any queries while you are away.

### **2. ADMINISTRATION**

The Information Technology Manager (IT Manager) and Financial Manager responsible for IT, are also responsible for the administration and implementation of this policy.

### **3. CONTENTS**

The topics covered in this document include:

- Statement of responsibility
- How to set up the Out of Office function.

### **4. STATEMENT OF RESPONSIBILITY**

IT Manager and Financial Manager must:

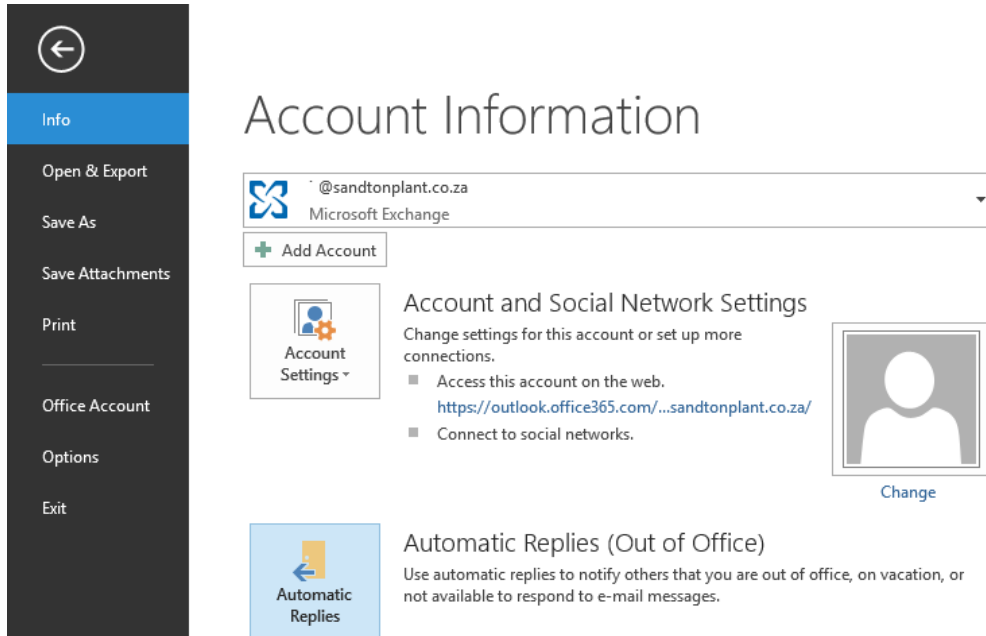
- Ensure that all appropriate employees are aware of, and comply with this policy.

Employees must set up the Out of Office function, before going away to site or on leave.

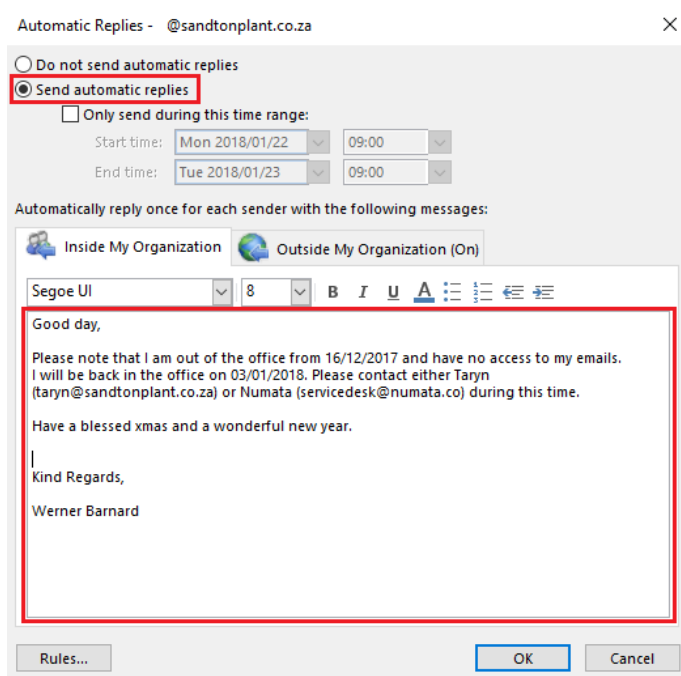


## 5. How to configure the Out of Office function:

- When you have Microsoft Outlook open, click on "file" and then on "Automatic Replies"



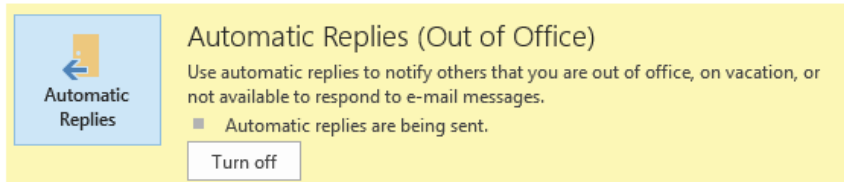
- Select the option to "Send Automatic Replies".  
You can also choose to send only during a specific time range.





- Please remember to state the dates when you will not be available and also whom to contact during your time of absence.
- Also remember to set the settings for “Outside My Organization”.

- Once done, you can click on OK and you will see the Out of Office status change to:





**If there are any aspects regarding this policy that are unclear please consult with the IT Manager**

**Employee / Contractor Agreement**

I have received a copy of the Sandton Plant Hire (Pty) Ltd Out of Office Policy Guideline. I recognize and understand that the Company's e-mail system are to be used for conducting the Company's business only. I understand that the use of this function is in the best interest for myself and the Company.

I have read the aforementioned document and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment / contract with the Company.

I further understand that my communications on the Internet and e-mail reflect the Company, world-wide to our competitors, consumers, customers and suppliers. Furthermore, I understand that this document can be amended at any time.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date