

Email Usage 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 policy is to ensure the proper use of the company email system and make users aware of what the company deems as acceptable and unacceptable use of its email system.

3. Scope

This policy covers appropriate use of any email sent from the company email address and applies to all employees, vendors, and agents operating on behalf of the group and its subsidiaries, including all personnel affiliated with third parties.

4. Policy

4.1 All use of email must be consistent with the company's policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

4.2 The company's email account should be used primarily for the company's business-related purposes; personal communication is permitted on a limited basis, but non-company related commercial uses are prohibited.

4.3 Email should be retained only if it qualifies as a company business record. Email is a company business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

4.4 The company email system shall not 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 of the company's employee should report the matter to their supervisor immediately.

4.5 Users are prohibited from automatically forwarding company email to a third-party email system. Individual messages which are forwarded by the user must not contain confidential or above information.

4.6 Using a reasonable amount of the 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 from a company email account is prohibited.

4.7 The employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.

4.8 The company may monitor messages without prior notice.

5. Policy Compliance

5.1 Compliance Measurement

The company will verify compliance to this policy through various methods, including but not limited to, periodic walk-through, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the policy owner in advance.

5.3 Non-Compliance

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