EMAIL POLICY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOCUMENT DETAILS** | | | | |
| **Document Name:** | Email Policy | **Document No:** | |  |
| **Department Name:** | Human Resources | **Document Type:** | | Policy |
| **UPDATE DETAILS** | | | | |
| **Last Updated:** |  | **Updated By:** |  | |
| **Effective Date:** |  | **Approved By:** |  | |
| **Approval Date:** |  | **Approved By:** |  | |
| **Revision Date:** |  | **Approved By:** |  | |

**PURPOSE:**

This document sets forth the email policy of [COMPANY NAME] (the “Company”). All employees’ use of the Company’s email system are required to conform to this policy statement.

**SCOPE:**

This policy applies to all employees of .....................................

**RESPONSIBLE PERSONS:**

1. HR Director/Manager - Implementation and facilitation.
2. HR Managers - Administration, monitoring and

enforcement of this policy.

1. Employees - Adherence to this policy and

procedures outlined in this policy.

**POLICY STATEMENT:**

It is agreed between management and employees that this policy is not a unilateral change in the employment conditions of the employees of this company; and that the implementation of this policy is as a result of the required alignment of policies within [COMPANY NAME]

**EMAIL POLICY:**

This document sets forth the email policy of [COMPANY NAME] (the “Company”). All employees’ use of the Company’s email system are required to comply with this policy statement.

1. **Business Use**

The email system only to be used for business purposes and not for personal purposes.

1. **Ownership**

All information and messages that are received, created, stored and from the Company’s email system are the sole property of the Company.

1. **Email Review**

All email is subject to the right of the Company to access, monitor, read, disclose and use such email without prior notice to the originators and recipients of such email. Email may be monitored and read by authorised personnel of the Company for any breaches of Company policies, violations of law, communications harmful to the Company, or for any other reason whatsoever.

1. **Prohibited Content**

Emails may not contain statements or content that areoffensive, libelous, illegal, harassing, derogatory or discriminatory. Inappropriate, foul or offensive language and messages such as sexual, religious or racial slurs or jokes are prohibited. Sexually explicit messages or images, jokes or cartoons are also prohibited.

1. **Security**

The email system is only to be used by authorised persons, and an employee must have been issued an email password in order to use the system. Employees shall not disclose their passwords or codes to others and may not use someone else’s password or code without express written authorization from the Company.

1. **No Presumption of Privacy**

Email communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.

1. **Certain Prohibited Activities**

Employees may not, without the Company’s express written authorization transmit private, confidential information or any trade secrets through email.

1. **Message Retention and Creation**

Employees should be careful in creating email. Even when a message has been deleted it can still be recreated from a back-up system, it may still exist in printed version, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, the Company may be required to produce email in litigation.

1. **Viruses**

Any files downloaded from email received from non-Company sources must be scanned with the Company’s virus detection software. Any viruses, tampering or system problems should be immediately reported to (computer systems administrator)

1. **Consequences of Violations**

Violations of this policy or other company policies may result in discipline, suspension and even termination of employment.

**EMPLOYEE POLICY CONFIRMATION:**

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name and surname), declare that;***

1. Ihave been familiarised with and informed of the Email Policy.
2. I understand and agree to the contents of this policy and that;

* it may be amended from time to time,
* it forms part of my employment conditions,
* the implementation and contents of this policy are mutually agreed upon with the employer,
* I have been given the opportunity to question this policy and that my questions were satisfactorily answered

1. I agree to strictly adhere to this policy.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_ (place) on the \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [YEAR].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Manager