

# Universal Companies E-mail Policy and Procedures

## **Purpose:**

To provide guidance for acceptable use of E-Mail accounts for Universal Companies employees.

## **Policy:**

Any computer or LAN/WAN Network resource provided for use by Universal Companies employees, contractors and consultants is Universal Companies property and all uses of these company resources are a matter of company record. Therefore, they are subject to internal and/or external review, auditing, and recall as provided by law.

The E-mail function, like any company resource, must be used for Official Business only. Toward that end, the company reserves the right to designate person(s), position(s), and/or committees(s) with the authority to monitor all E-Mail Systems and Mail Distribution resources to ensure that the E-mail System is being used for its intended purpose.

The monitoring will be confidential, and limited to a review of traffic log files. In addition, at the request of a company elected officials or department heads, Management and Technology Services Department have the right to review the contents of employees' E-mail communications when there is a reasonable, articulable suspicion that the function is being misused.

## **Discipline:**

Please keep in mind your email should not be used as a means of documenting history or an information store server. If you chose to use it in this matter keep in mind, each mailbox has a default space limit, once this limit is reached you see receive a message will appear on screen notifying you that you can no longer send or receive emails, you have reached your quota, please delete some emails to free up space. Also Mandatory Deleted and Junk Mail boxes will clear themselves every 30days. Make sure when you delete mail it is mail you no longer require.

E-Mail's misused. Any E-mail message found to contain discriminatory remarks based upon a person's race, creed, color, national origin, gender, disability, marital status, appearance, sexual orientation, age, or attempt to forge E-mail documents will subject the sender or author to disciplinary actions that could result in termination.

## **Security:**

Since E-mail messages cannot be controlled once they have been sent, the Company strongly recommends that confidential communications and matters of high sensitivity be handled through FAX, personal meetings or hard copy documentation.

When critical e-mail is sent, users should verify the receipt of the e-mail by contacting the recipient to verify the e-mail was received.

When critical e-mail is expected, users should verify with the sender that the e-mail was sent. It is the user's responsibility to check the spam filter to see if the expected e-mail may have been quarantined. For reasons too complicated to explain some email providers secure their networks above standard protocol which can cause E-Mails being sent from users not in their matrix to be sent to spam or junk-mail folder therefore it is imperative that the receiver checks their spam or junk-mail folder to see if the E-Mail was received then to follow the procedures to remove said sender from the spam or junk-mail filter so as it will not be sent there again.

**PROCEDURE:**

- A. It is the policy of Universal Companies to require any employee, contractor or consultant who has access to, or is required to use E-Mail services provided by the company, to read, sign and abide by the Companies E-Mail Policy.
- B. Upon hiring, each new employee will receive a copy of the E-Mail Policy from the Companies Personnel Department, or the department processing the new employee.
- C. Employees will be notified by e-mail and through elected officials and department heads when changes to this policy are made. It is the responsibility of each employee to review and adhere to this policy.
- D. After 30 days from the employee's hire date, if an employee has not reviewed and signed the policy or if an employee refuses to review and sign a copy, Technology Services will disable that employee's user account and that employee will no longer be authorized to use any data processing equipment that is attached to the Companies computer network.