
Policy Name: Corporate Email Use Policy

Policy Number: *Insert Policy Number*

Date Prepared: *Insert Date*

Date Reviewed: *Insert Date*

Authorised By: *Managing Director*

1. Policy Summary

Company Name, recognises the value and application of electronic communication technology within the workplace. The company encourages electronic communication (email) where there is a business benefit to the organisation. Email communication is to be utilised for business communication only.

To assist in the screening process for spam and virus intrusion, data collection, data storage and data recovery *Company Name* utilises MailRevive. MailRevive filters, accesses and recovers email data on behalf of the company. Company benefits include reduced exposure to viruses, easy data recovery, reduced risk of damage to reputation and the possible use of *Company Name* technology in a way that may be offensive to employees, clients, contractors and associates.

By utilising MailRevive all employee emails may be electronically accessed and assessed for spam, viruses and suitable business content.

Company Name Management and the system administrator(s) are committed to employee privacy, while setting and monitoring standards for employee email access and content standards within the workplace. It is the responsibility of *Company Name* management team to ensure existing and new employees are familiar with the company 'Corporate Email Use Policy'.

2. Scope of Policy

The 'Corporate Email Use Policy' applies to all levels of the organisation and all employees, contractors and temporary employees of *Company Name*. Individuals other than those directly employed by *Company Name* will not be given direct access to *Company Name* email services without the written authorisation of *add position title – usually the Managing Director*.

Access to email services will be granted with the knowledge and authority of *add position or organisational level*.

Scope of Policy (cont')

It is expected that all employees, contractors and temporary employees of **Company Name**, will communicate using professionalism and discretion at all times. All emails should be considered private, rather than personal, and therefore the intellectual property of the company. Generally accepted business writing protocols and standards should apply at all times when sending emails.

3. Policy Principles and application

Utilising MailRevive, emails may be retrieved by authorised personnel at any time and legally considered a paper-based record. The contents of an email may be subject to the laws of disclosure and used to provide evidence in legal / litigation proceedings.

All employees, contractors and temporary employees, when utilising email, for communicating sensitive information, must make every effort to lessen the sensitivity and determine if the benefits gained by emailing outweigh the risk of unauthorised disclosure or possible breach of company policy.

Any breach of this policy may result in disciplinary action and or possible termination of employment, and may lead to prosecution by external authorities.

Examples of misuse of email and therefore breaches of the 'Corporate Email Use Policy' include but are not limited to;

- Making any comments or expressing opinions, which may result in embarrassment to the company, loss of reputation or legal action being taken?
- Sending material that is racist, discriminatory, promoting individual political viewpoints or offensive including sending obscene or sexual content in a word, image or audio file.
- Making defamatory or derogatory comments about individuals, **Company Name**, its clients or associates.
- Producing materials or correspondence that may result in embarrassment caused to **Company Name**.
- Sending or saving messages with illegal content ie. scams, illegally obtained personal details or illegally transmitting copyright materials.
- Collecting and disseminating information that is not required for the execution of an employee's duties.
- Collecting and disseminating information that is not required for the execution of an employee's duties or without the permission of the employee's manager.
- Forwarding personal details without the consent of the individual providing the personal information.
- Conducting personal business and transactions via e-mail, including selling, advertising or purchasing transactions.

Policy Principles and application (cont')

- Masquerading as another individual and using a company email address.
- Using a company e-mail address for soliciting receipt of emails for other purposes than business.
- Releasing company email user lists to a third party for the use of advertising, promotional activities, or mass mailing for commercial use.

Any complaints relating to, or claims of, misuse, unauthorised access or breeches of the 'Corporate Email Use Policy' are to be directed to *insert position title* who is authorised to investigate and resolve any complaints.

4. Related Legislation

- Federal Privacy Act 1988
- Occupational Health and Safety Legislation and relevant State Acts
- Workplace Relations Act 1996
- The Archives Act 1983
- The Anti-discrimination State Acts
- Electronic Transactions Act 1999
- Corporations Act 2001
- Information Privacy Act 2000

5. Related Policies

- Internet Policy
- Records Management Policy
- Employee Disciplinary Processes Policy
- Privacy Policy
- Sexual Harassment Policy
- Anti Discrimination Policy