Email POLICY

THIS POLICY IS LEGALLY DESIRABLE

ABC Company encourages the use of electronic mail or email, as a tool to help accomplish the Company’s legitimate business objectives. Email can greatly enhance the quality and efficiency of communication among management, employees, current and prospective customers and others involved in our business. However, email also may be misused, with potentially serious consequences for both the Company and the email User. This policy is intended to define the parameters of appropriate email usage by ABC Company personnel.

As a general rule, it is expected that all employees will use common sense and sound judgment when utilizing the email system. In addition, employees are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory or otherwise potentially offensive language or images, such images could include emojis with unintended meanings and interpretations. Emojis should not be used in company communications. The use of material containing racial, sexual or similar comments or jokes is forbidden. Users should respect the rights and sensitivities of recipients and potential recipients or viewers and should ensure that all email messages reflect the professional image that ABC Company wishes to portray.

Users should be aware that email messages cannot be considered private and may be monitored by management. Such messages also may be subject to disclosure to outside third parties, including the court system and law enforcement agencies, under certain circumstances. Employees should not send any email messages they would not want to have seen by persons other than the intended recipients.

Violators of this policy will be subject to appropriate disciplinary action up to and including termination of employment. Any known or suspected violations of the policy should be reported immediately to management.