This policy is legally desirable

SAMPLE E-MAIL POLICY

ABC Company encourages the use of e-mail as a tool to help accomplish the Company’s legitimate business objectives. E-mail can greatly enhance the quality and efficiency of communication among management, employees, current and prospective customers, and others involved in our business. E-mail also may be misused, however, with potentially serious consequences for both the Company and the e-mail user.

This policy in intended to define the parameters of appropriate e-mail 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 e-mail system. E-mails relating to personal matters should be kept to a minimum. In addition, employees are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is strictly forbidden. Users should respect the rights and sensitivities of recipients and potential recipients or viewers and should ensure that all e-mail messages reflect the professional image that ABC Company wishes to portray.

Users should be aware that e-mail messages cannot be considered private and may be monitored by management. E-mail 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 e-mail 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. This policy is not intended to cover communications between employees who are discussing their working conditions.