



## <COMPANY NAME> Email Use Policy

*Created by or for the SANS Institute. Feel free to modify or use for your organization. If you have a policy to contribute, please send e-mail to [stephen@sans.edu](mailto:stephen@sans.edu)*

### 1.0 Purpose

To prevent tarnishing the public image of <COMPANY NAME> When email goes out from <COMPANY NAME> the general public will tend to view that message as an official policy statement from the <COMPANY NAME>.

### 2.0 Scope

This policy covers appropriate use of any email sent from a <COMPANY NAME> email address and applies to all employees, vendors, and agents operating on behalf of <COMPANY NAME>.

### 3.0 Policy

**3.1 Prohibited Use.** The <COMPANY NAME> email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any <COMPANY NAME> employee should report the matter to their supervisor immediately.

### 3.2 Personal Use.

Using a reasonable amount of <COMPANY NAME> resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a <COMPANY NAME> email account is prohibited. Virus or other malware warnings and mass mailings from <COMPANY NAME> shall be approved by <COMPANY NAME> VP Operations before sending. These restrictions also apply to the forwarding of mail received by a <COMPANY NAME> employee.

### 3.3 Monitoring

<COMPANY NAME> employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. <COMPANY NAME> may monitor messages without prior notice. <COMPANY NAME> is not obliged to monitor email messages.

### 4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### 5.0 Definitions

#### Term

Email

Forwarded email

Chain email or letter

#### Definition

The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.

Email resent from an internal network to an outside point.

Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

<b>Sensitive information</b>	Information is considered sensitive if it can be damaging to <COMPANY NAME> or its customers' reputation or market standing.
<b>Virus warning.</b>	Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
<b>Unauthorized Disclosure</b>	The intentional or unintentional revealing of restricted information to people, both inside and outside <COMPANY NAME>, who do not have a need to know that information.

## **6.0 Revision History**