

Email and Instant Messaging Policy

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Reviewed By:	Main Al-Najjar
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Objective:

Provide appropriate guidelines for productively utilizing the company's email system and instant messaging technology that protects the employee and company while benefiting our business

Definition of Terms:

- **Email** - stands for “electronic mail” are messages distributed by electronic means from one computer user to one or more recipients via a network.
- **Instant Messaging** - a real time form of communication between individuals or groups of individuals. Usually provides immediate notification and interaction between the sender and recipient making it a more efficient way having discussions online.

Applies to:

All Employees of 3 Spirit Enterprise UK Ltd (3SpiritUK)

Key Guidelines:

The company has established this policy with regard to the acceptable use of company provided electronic messaging systems, including but not limited to email and instant messaging. Email and instant messaging are important and sensitive business tools. This policy applies to any and all electronic messages composed, sent or received by any employee or by any person using company provided electronic messaging resources. The company sets forth the following policies but reserves the right to modify them at any time in order to support our company:

General:

- The company provides electronic messaging resources to assist in conducting company business only.
- All messages composed and/or sent using company provided electronic messaging resources must comply with company policies regarding acceptable communication.
- The company prohibits discrimination based on age, race, gender, sexual orientation or religious or political beliefs. Use of electronic messaging resources to discriminate for any or all of these reasons is prohibited.
- Upon termination or separation from the company, the company will deny all access to

electronic messaging resources, including the ability to download, forward, print or retrieve any message stored in the system, regardless of sender or recipient.

- Each employee will be assigned a unique email address that is to be used while conducting company business via email.
- Employees are prohibited from forwarding electronic messages sent through company provided systems to external messaging systems.
- Employees authorized to use instant messaging programs will be advised specifically on which instant message program(s) are permissible.
- Employees authorized to use instant messaging programs will be assigned a unique instant messaging identifier, also known as a buddy name, handle or nickname.
- Electronic messages are frequently inadequate in conveying mood and context. Carefully consider how the recipient might interpret a message before composing or sending it.
- Any employee who discovers a violation of these policies should immediately notify a manager or the Human Resources Department.
- Any employee in violation of these policies is subject to disciplinary action, including but not necessarily limited to, termination.

Ownership:

- The email/electronic messaging systems are company property. All messages stored in company provided electronic messaging system(s) or composed, sent or received by any employee or nonemployee are the property of the company. Electronic messages are NOT the property of any employee.
- The company reserves the right to intercept, monitor, review and/or disclose any and all messages composed, sent or received.
- The company reserves the right to alter, modify, re-route or block the delivery of messages as appropriate.
- The unique email addresses and/or instant messaging identifiers assigned to an employee are the property of the company. Employees may use these identifiers only while employed by the company.

Confidentiality:

- Messages sent electronically can be intercepted inside or outside the company and as such there should never be an expectation of confidentiality. Do not disclose proprietary or confidential information through email or instant messages.
- Electronic messages can never be unconditionally and unequivocally deleted. The remote possibility of discovery always exists. Use caution and judgment in determining whether a message should be delivered electronically versus in person.
- Electronic messages are legally discoverable and permissible as evidence in a court of law. Messages should not be composed that you would not want to read out loud in a court of law.
- Employees are prohibited from unauthorized transmission of company trade secrets, confidential information, or privileged communications.
- Unauthorized copying and distribution of copyrighted materials is prohibited.

Security:

- The company employs sophisticated anti-virus software. Employees are prohibited from disabling anti-virus software running on company provided computer equipment.
- Although the company employs anti-virus software, some virus infected messages can enter

the company's messaging systems. Viruses, "worms" and other malicious code can spread quickly if appropriate precautions are not taken. Follow the precautions discussed below:

- Be suspicious of messages sent by people not known by you.
- Do not open attachments unless they were anticipated by you. If you are not sure, always verify the sender is someone you know and that he or she actually sent you the email attachment. Disable features in electronic messaging programs that automatically preview
- Do not forward chain letters. Simply delete them.
- The company considers unsolicited commercial email (spam) a nuisance and a potential security threat. Do not attempt to remove yourself from future delivery of a message that you determine is spam. These "Remove Me" links are often used as a means to verify that you exist.
- Internet message boards are a fertile source from which mass junk e-mailers harvest email addresses and email domains. Do not use company provided email addresses when posting to message boards.

Inappropriate Use:

- Email or electronic messaging systems may not be used for transmitting messages containing pornography, profanity, derogatory, defamatory, sexual, racist, harassing, or offensive material.
- Company provided electronic messaging resources may not be used for the promotion or publication of one's political or religious views, the operation of a business or for any undertaking for personal gain.

For questions:

For questions or comments, please email main@3spirituk.com