

E-mail Policy



1. E-mail must not contain indecent, obscene or libellous material, material likely to cause offence or any material which harasses any other employee or third party on the basis of sex, race or disability.
2. Staff must not send or deliberately attempt to receive e-mail known to contain a virus.
3. Staff must not use e-mail for gambling, conducting illegal activities or soliciting for personal profit.
4. Staff must not reveal or publicise information which is confidential either to the Company or its customers and clients.
5. E-mail chain letters must not be forwarded.
6. Staff may not access confidential information using the password of another user.
7. Staff may not use Company e-mail systems for personal use.
8. Staff should only send information by Internet e-mail which they would be prepared to send on the Company's headed paper.
9. Unless specifically authorised by Management, staff should not buy or sell goods or services via Internet e-mail, as such transactions could bind the Company. In any event, personal purchases by e-Mail are not allowed.
10. Scanned signatures must not be attached to Internet e-mails. Such signatures can be disseminated by recipients and fraudulently attached to other documents apparently in the name of the Company.
11. E-mail attachments should not be opened unless the recipient knows who they are from and is expecting to receive them.
12. E-mail messages sent via the Internet may be accessed by people other than the intended recipient, it should, therefore, only be used for information which is not commercially sensitive or covered by the Data Protection Act unless the information is encrypted.
13. E-mail containing sensitive information may need to be encrypted. Trading partners to be sent encrypted material will require equivalent software.

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14. E-mail names should not be the same as system logons.
15. Business standards should be observed in e-mail messages.
16. When sending an attachment always mention the format as it may not be obvious from the file name.
17. Some e-mail systems can only accept one attachment at a time, so you may need to send separate e-mails for each attachment if you are unsure.
18. Before forwarding a single e-mail to a new or revised distribution, make sure you read all the earlier messages, as they may contain personal comments that should not be redistributed.
19. Regularly review stored e-mail and delete unwanted material.