

Email

Business



**ASSIGN
BUSTER**

Dear please copy -paste the following into your email, send a copy to yourself and then print as indicated in the instructions Email Subject: New Company Email Guideline

Dear Staff Members,

In the wake of the recent email scandals in our company, I wish to bring to your attention the new email guidelines that will assist in regulating our code of conduct in email transactions. Please note that ALL Sony Employees shall abide by the policy with effect from 10th April, 2015. In addition to the email guidelines, I urge all of us to be accountable and take individual responsibility for our email communications.

The new policy has been approved by the Board of Directors; however, we invite all of you to send us your views and suggestions regarding the policy.

The policy defines the individual's responsibility for all emails sent or received via the company's email system. It also states the acceptable personal and official usage of the emailing facility. Additionally, the policy warns all of us that our emails shall, from now on, be filtered by our IT department where necessary. While many of you may term this as an infringement of your privacy, please note that this will only apply to the company's official email facility. We thus urge you to use your official email responsibly and only transmit messages that would have no adverse effect on you and the company even when made public.

Please find a copy of the Sony Email Policy attached. Copies of the same will also be availed at the reception area.

I wish you all success in your line of duties.

Yours Faithfully,

Name

Human Resource Manager