

Company policy on acceptable use of email and text messaging

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Company Policy on Acceptable Use of Email and Text Messaging

Receive our warm greetings. This is a reminder about components of the company's policy on acceptable use of email and text messaging. It emphasizes the components of security, privacy and company monitoring of messages. The memo shall also consider other policies that connect with the aforementioned policy. These policies regard appropriate message content, consequences for using company equipment to send harassing messages and use of company system for sending personal email messages.

You are reminded that the policy discourages employees from intentionally causing any security breach to the company's and any other networks.

Always recall that the policy's provision that the company monitors messages that employees communicate while they are within the company's premise. This affects both communication to persons inside the company and people outside the company.

Take heed of the fact that this policy intertwines with the policy on responsible communication. In addition, you are reminded that this policy directs all employees to be responsible for the content that they include in the messages they send to people both inside and outside the company. Use of company equipment to send harassing messages is highly discouraged and this warrants disciplinary measures as stipulated in the company's disciplinary policy. Remember that the policy on responsible use of company equipment directs that personal messages sent using company equipment are monitored and should not disclose proprietary and confidential company information.

Kindly indicate and reconfirm your commitment to this policy, using the following procedure:

Obtain a policy reconfirmation form from the reception. The form was issued this morning and is designed in a way that is easy to complete.

Complete the form providing your name, address, telephone number and your signature. Although we have this information in our database, we need them in this form for the sake of reconfirmation of commitment to comply with this policy.

Return your completed form to the reception by the 20th April, 2014. This should give you enough time to go through the form and get it signed by the human resource manager before returning it to the receptionist.

We appreciate your commitment to complying with this and other company policies. Kindly, address questions to the Human Resource Manager.

Regards

Initials