

# Free e mail policy essay example

[Business](#), [Company](#)



**Recipients: All team members, HR Department, IT Department, CEO**

Dear Team Members,

As you know most of our operational communications are happening via Email and it is important to have common policy across our enterprise. Email has become an integral part our business, through which we frequently communicate with team members, customers, service providers and vendors, cost effectively and instantly. In order to avoid embarrassments and liabilities to the company and to enable you work efficiently following policies on the usage of Email are instituted.

- Personal Use: You may use reasonable volume of emails for your personal communications. However, sending jokes, porn, chain mails, personal interest matters, etc. are not permitted in the company systems.
- Restrictions: The email system within the company should not be used for sending and receiving offensive, disruptive and unsolicited mails that contain messages linked to issues such as race, gender, religion, political beliefs, sex orientation, personal activism etc.
- Monitoring: All stored, sent, received or forwarded emails will be monitored regularly and without prior notice. The team members are requested not to send their private communications via company email system.
- Disciplinary Action: All team members who violated these policies will be subject to appropriate disciplinary action.

Confidential information about the company must not be shared without authorization, at any time. All Team members must recognize that company has an image and responsibility towards the stakeholders and all of us

should protect the interests of the company and must use Email for robust business only.

**If you have any query please get in touch with Systems and Network Manager, Phil McGrath.**

Wishing you a good day.

Warm regards,

Clare Byrnes

Chief Manager IT & Systems