Week 2 1.2 submission

Linguistics, English

ACT Center Employees CC: hrd.@act. com BCC: Acceptable Usage of Employee Email and Messaging Services Attachment: To Our Valued Employees:

It has recently come to the attention of our Information Technology Department that there have been a number of hacking attempts upon our server over the past three months. Although our firewalls have been successful in thwarting the attempted security breaches, we would like to remind everyone of our company employee email and messaging services policy. This reminder is being sent out to all employees because our highly capable IT Security Department noted that the attempts to break into our servers coincided with high email traffic from within our system to outside email accounts. Our security team suggested that there might be a direct link between the two events. So it behooves us to remind our employees of their responsibilities pertaining to the secure use of the company email and messaging systems.

In order to ensure the continued security of our company servers, please take note of the following while using our company email and messaging services:

Email Privacy Policy:

Any employees of this company can have NO expectation of privacy concerning email, phone, IM, Text messaging, web browsing or data when using company resources. These resources include but are not limited to:

Company email

Company internet connection

Company computers

Company phone services

Company data network

Company server

Company premises

Acceptable uses of Company Email and Messaging Systems

The company provides internet and email access solely for business
purposes. We encourage the use of email and instant messaging in order to
help facilitate the speedy communication between departments and
branches. The company provides these technological services in an effort to
represent our company in the most productive manner possible to our
clients. However, we discourage the use of email and instant messaging for
personal reasons using company equipment. Such types of use exposes our
company servers and clients to electronic problems such as identity theft
and hacking. Therefore, it is the responsibility of every employee to ensure
our server security by responsibly using the email and messaging system of
the company. Any improper use of the Internet or e-mail is not acceptable
and will not be permitted.

Unacceptable Use of Company Email and Instant Messaging

The company e-mail and Internet access may not be used for transmitting,
retrieving or storage of any communications of a discriminatory or harassing
nature or materials that are obscene or X-rated.

Harassment of any kind is prohibited. No messages with derogatory or
inflammatory remarks about an individuals race, age, disability, religion,
national origin, physical attributes or sexual preference shall be transmitted.
No abusive, profane or offensive language is to be transmitted through the

companys e-mail or Internet system.

Electronic media may also not be used for any other purpose that is illegal or against company policy or contrary to the companys best interest.

Solicitation of non-company business or any use of the company e-mail or Internet for personal gain is prohibited.

Any deviation by an employee from the aforementioned guidelines for the proper use of company email and instant messaging shall result in the immediate termination of employment and the possible cancellation of his separation and/or retirement benefits.

Please be guided accordingly. You may contact us at hrd@act. com regarding any questions or clarifications you might have.

Sincerely,

Jane Reese

Director

Employee Relations

HRD - ACT Center

Source

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