**Electronic Devices: Electronic Communications Policy**

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| **1.0 POLICY**  **2.0 OBJECTIVE**  **3.0 DEFINITIONS**  **4.0 PROCEDURES**  APPROVED BY:  **Human Resources**  **1.0 POLICY**  The Company provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: Internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software. As a condition of providing the previously identified communications access to its employees, XYZ places certain restrictions on workplace use of the same. Company resources are to be used for Company business.  **2.0 OBJECTIVE**  The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of the Company. Accordingly, all messages and files created, sent, received or stored within the system should be related to Company business and are and will remain the property of the Company. System or Company wide distributions of e-mail (announcements, bulletins, etc.) requires Sr. Vice President approval in advance of the distribution. Some offices may require a higher approval level.  The Company reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although electronic mail and voice mail may allow the use of passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, all passwords are known to the Company as the system may need to be accessed by the Company in the absence of an employee.  **When utilizing e-mail, etiquette is important. The strategies for effective e-mail communication are as follows:**  • communicating urgent matters for immediate response, to communicate with several people quickly or any other time sensitive matter;  • keeping all messages as brief as possible will minimize reading time for recipient, thereby keeping communication efficient;  • be as complete as possible by using the simple rules of who, what, when, where and why to answer any anticipated questions;  • avoid communicating through e-mail on a sensitive subject that should be addressed in person; if possible,  • communicate confidential information in another form other than e-mail;  • check for accuracy and apply all good business writing, using correct grammar, spelling and punctuation;  • follow up if a response has not been received in a timely manner;  • read all messages and respond regularly;  • avoid the use of typing a message in all capital letters; and  • be careful not to use the 'Reply All' function when not necessary or intended, i.e. system wide distribution  • ensure that messages are deleted or saved; the server should not be used to permanently store messages  While XYZ encourages employee use of the Internet, its use is restricted to the following:  • to communicate with employees, vendors, or clients regarding matters within an employee's assigned duties;  • to acquire information related to, or designed to facilitate the performance of regular assigned duties; and  • to facilitate performance of any task or project in a manner approved by an employee's supervisor.  **3.0 DEFINITIONS**  The content of e-mail, voice mail messages for any file may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender specific comments or any comments that would reasonably offend someone on the basis of their race, age, sex, sexual orientation, religious or political beliefs, national origin, or disability.  **Regarding Internet and e-mail access and usage, be advised that use of the Internet and e-mail provided by XYZ expressly prohibits the following:**  1. Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.  2. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of XYZ or its business counterparts in violation of company policy or proprietary agreements.  3. Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.  4. Sending or soliciting sexually oriented messages or images.  5. Operating a business, usurping business opportunities or soliciting money for personal gain, or searching for jobs outside XYZ.  6. Sending chain letters.  7. Gambling or engaging in any other activity in violation of local, state or federal law.  8. Circulating jokes, comics or non-job related computer graphics.  **4.0 PROCEDURES**  Disciplinary action for violation of this policy may include, but is not limited to, termination, suspension, or transfer of the offending employee. In cases involving less serious violations, disciplinary action may consist of warning or reprimand. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the Company and fellow employees. |