

## 1 Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

## 2 Purpose

The purpose of this email policy is to ensure the proper use of 360 Technology email system and make users aware of what 360 Technology deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within 360 Technology Network.

## 3 Scope

This policy covers appropriate use of any email sent from a 360 Technology email address and applies to all employees, vendors, and agents operating on behalf of 360 Technology.

## 4 Policy

- 4.1 All use of email must be consistent with 360 Technology policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 4.2 360 Technology email account should be used primarily for 360 Technology business-related purposes; personal communication is permitted on a limited basis, but non-360 Technology related commercial uses are prohibited.
- 4.3 All 360 Technology data contained within an email message or an attachment must be secured according to the *Data Protection Standard*.
- 4.4 Email should be retained only if it qualifies as a 360 Technology business record. Email is a 360 Technology business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- 4.5 Email that is identified as a 360 Technology business record shall be retained according to 360 Technology Record Retention Schedule.
- 4.6 The 360 Technology email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any 360 Technology employee should report the matter to their supervisor immediately.
- 4.7 Users are prohibited from automatically forwarding 360 Technology email to a third party email system (noted in 4.8 below). Individual messages which are forwarded by the user must not contain 360 Technology confidential or above information.
- 4.8 Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct 360 Technology business, to create or memorialize any binding transactions, or to store or retain email on behalf of

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360 Technology. Such communications and transactions should be conducted through proper channels using 360 Technology-approved documentation.

- 4.9 Using a reasonable amount of 360 Technology resources for personal emails is acceptable, but non-work-related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a 360 Technology email account is prohibited.
- 4.10 360 Technology employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- 4.11 360 Technology may monitor messages without prior notice. 360 Technology is not obliged to monitor email messages.

## 5 Policy Compliance

### 5.1 Compliance Measurement

The Infosec team will verify compliance to this policy through various methods, including but not limited to, periodic walk-through, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

### 5.2 Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

### 5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.