

Email Policy

NetFM provides employees with electronic communication tools, including an email system.

This email policy, which governs employee use of the company's email system, applies to email use at NetFM's offices, as well as remote locations, including, but not limited to, employee homes, airports, hotels, and client and supplier offices.

The company's email rules and policies apply to full-time employees, part-time employees, independent contractors, interns, consultants, suppliers, clients, and other third parties. Any employee who violates NetFM's email rules and policies is subject to disciplinary action, up to and including termination.

E-mail Exists for Business Purposes

NetFM allows email access primarily for business purposes. Employees may use the company's email system for personal use only in accordance with this policy.

Employees are prohibited from using personal email software (e.g., Yahoo!, Hotmail, or AOL.) for business or personal communications at the office.

Authorised Personal E-mail Use

Employees may use email to communicate with spouses, children, domestic partners, and other family members. Employees' personal use of email is limited to lunch breaks and work breaks only.

Employees may not use email for personal purposes during otherwise productive business hours. Employees are prohibited from using email to operate a business, conduct an external job search, solicit money for personal gain, campaign for political causes or candidates, or promote or solicit funds for a religious or other personal cause.

Employees Have No Reasonable Expectation of Privacy

Email messages created and transmitted on NetFM computers are the property of the company.

NetFM reserves the right to monitor all email transmitted via the company's computer system.

Employees have no reasonable expectation of privacy when it comes to business and personal use of NetFM's email system.

E-mail Monitoring Activities

The company reserves the right to monitor, inspect, copy, review, and store any and all employee email use at any time and without prior notice. In addition, NetFM may monitor, inspect, copy, review, and store any files, information, software, and other content created, sent, received, downloaded, uploaded, accessed, or stored through the company's email system.

NetFM reserves the right to disclose email information and images to regulators, courts, law enforcement agencies, and other third parties without the employee's consent.

Offensive Content and Harassing or Discriminatory Activities Are Banned

Employees are prohibited from using email to engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive.

Employees Are Prohibited From Using E-mail to:

1. Send, receive, solicit, print, copy, or reply to text, images, or jokes that disparage others based on their race, religion, color, gender, sex, sexual orientation, national origin, veteran status, disability, ancestry, or age.
2. Send, receive, solicit, print, copy, or reply to messages that are disparaging or defamatory.
3. Spread gossip, rumors, or innuendos about employees, clients, suppliers, or other outside parties.
4. Send, receive, solicit, print, copy, or reply to sexually oriented messages or images.
5. Send, receive, solicit, print, copy, or reply to messages or images that contain foul, obscene, disrespectful, or adult-oriented language.
6. Send, receive, solicit, print, copy, or reply to messages or images that are intended to alarm others, embarrass NetFM, negatively impact employee productivity, or harm employee morale.

Confidential, Proprietary, and Personal Information Must Be Protected

Unless authorised to do so, employees are prohibited from using email to transmit confidential information to outside parties.

Employees may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about NetFM Ltd., its employees, clients, suppliers, and other business associates.

Confidential information is deemed as "Private Internal" and/or "Confidential" data as laid out within the NetFM Data Classification Policy. This includes, but is not limited to, client lists, credit card numbers, Social Security numbers, employee performance reviews, salary details, trade secrets, passwords, and information that could embarrass NetFM and its employees if the information were disclosed to the public.

Email Attachments & Hyperlinks

Employees should not open files attached to emails from untrusted sources. If in doubt of a trusted source, please request confirmation from the Technical Director.

Do not open .exe files attached to emails in any circumstance.

Do not click on hyperlinks within emails unless the sender can be verified as a trusted (or expected) source.

Violations

These guidelines are intended to provide NetFM employees with general examples of acceptable and unacceptable uses of the company's email system.

A violation of this policy may result in disciplinary action up to and including termination.

Acknowledgement

If you have questions about the above policies and procedures, address them to the Technical Director before signing the following agreement.

I have read NetFM's email policy and agree to abide by it. I understand that a violation of any of the above policies and procedures may result in disciplinary action, up to and including my termination.

Employee Name (Printed)

Employee Signature

Date _____