## EMAIL USE POLICY

<Organization Name> recognizes the significance of effective communication and professional conduct in email correspondences between employees and clients. To guarantee that the company's email is utilized in a professional and responsible manner solely for business purposes, this policy has been established.

This policy outlines the expectations for the appropriate use of company email by our employees.

SCOPE

This policy applies to all employees of <Organization Name>, regardless of their position or location.

POLICY

<Organization Name> recognizes that the email is a valuable tool for conducting business and maintaining communication with clients. To ensure the proper use and protection of the company's email account, employees are expected to:

* Use only company-generated email addresses for all business-related emails and for creating social media accounts for the company.
* Refrain from using any email address not generated by the employer for business purposes. Creating or using non-company-generated email addresses for business purposes is strictly prohibited.
* Refrain using company email for personal business, alternate sources of employment, or home-based business.
* Protect the security of the company email account, including using strong, appropriate passwords and reporting any suspected security breaches to the IT department immediately.
* Relinquish the company email password to <Organization Name> upon leaving the company. This is to ensure the company has control over the email and over any social media accounts or other platforms associated with this email.
* Use the company email in a professional manner, refraining from sending anything that is not approved by the company, including content that may reflect negatively on the company or violate any of company policies.
* Be responsible for the content of their emails, ensuring content is professional, respectful, and does not violate any company policies, including those related to workplace violence, harassment, discrimination, and confidentiality.
* Delete any inappropriate email or link immediately and report it if received internally. If the email is forwarded, the employee will be subject to appropriate discipline.

<Organization Name> reserves the right to monitor employee company emails and computer use, which includes internet use.

Monitoring

The company reserves the right to monitor employee email use and associated accounts for compliance with this policy and to protect the company's interests. Employees should have no expectation of privacy when using company email or associated accounts.

Enforcement

Any violation of this policy may result in disciplinary action, up to and including termination of employment. If an employee has any questions or concerns about this policy, they should contact the [INSERT DEPARTMENT] for clarification.

This policy is subject to revision and updates at the discretion of the company. Employees will be notified of any changes to this policy.