

# **Email and Internet Policy**

## **Company Time and Company Property**

If there is ever a question of what to do or not to do when using the Internet or email at work, just remember that company property and company time is intended solely for conducting business. Internet and email are provided for business and office communication only.

## **Internet**

The computers in this office are equipped with the same OS, browsers, software and applications. Employees will refrain from downloading additional or replacement software, as it can have a negative effect on the entire system and make repair and maintenance more difficult.

Any required upgrades, downloads or software must be approved by both a member of management and personnel from the IT department.

Websites with pornographic pictures, videos or content are strictly prohibited. Internet browsing is intended for work purposes only, not recreation or personal business. Any email that contains pornographic, derogatory or inappropriate material will be treated as a violation of the harassment and discrimination policies. Employees who are uncertain about the validity or necessity of a website will refer to management.

## **Email**

Email is intended for work purposes only and may be monitored at any time to ensure efficiency and compliance. All content stored on employees' computers belongs to the company and shall be treated as such. No personal business shall be conducted over company email, and no work-related emails or business content shall be shared outside of the company without management approval.

For more information, please contact:

- **Name:** \_\_\_\_\_
- **Title:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Room:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_
- **Fax:** \_\_\_\_\_
- **Email:** \_\_\_\_\_