VOICEMAIL/E-MAIL/INTERNET POLICY

1.0 Purpose

The company and its employees, like thousands of others, desire to strike the appropriate balance between technology, an employee’s right to privacy, and company’s interests in protecting its confidential information and preventing abuse of its system. This Voicemail/E-mail/Internet policy is intended to provide each employee of the Company with the guidelines associated with the use of the company’s Voicemail/E-mail/Internet system (“the system”).

2.0 Scope

This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the Company’s system through on-site or remote terminals.

3.0 General Provisions

3.1 The Voicemail/E-mail/Internet system, and all data transmitted or received through the system, are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for company-related business, and is not to be used for personal business or pleasure.

3.2 Any individual permitted to have access to the Company’s system will be given a Voicemail, E-mail and/or Internet address and/or access code, and will have use of the system, consistent with this policy. Access to the Internet will be on an individual, case-by-case basis. A written request for access, approved by the employee’s supervisor, must be submitted to the [_________________] and must detail the specific reasons why access to the Internet is required.

3.3 The Company reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee. The Company’s interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of the Company’s computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. **In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the company Voicemail/E-mail/Internet system.**
4.0 Professional Considerations

4.1 Although the Company will periodically monitor system use, each individual is empowered and encouraged to monitor his or her own use of the system, ensuring they meet the highest standards of professional conduct. All communications over the system should be business related, professional, and representative of the high ethical standards that are the trademark of our company. Everyone should remember that the system is a public forum, and individuals should only access those web sites or communicate to third parties with whom they would be willing to leave a business card or other form of identification. Specifically, employees are not permitted to transmit or receive, download, forward or send communications that:

a. Contain obscene, profane, abusive or threatening language or graphical representations.

b. May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.

c. Contain references to any sexual acts, sexual relationships, or personal relationships.

d. Further any illegal activity.

e. Contain company proprietary or classified information, without prior approval of the company.

f. Reveal customer/client sensitive information, without the prior consent of the customer/client.

g. Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations, without permission from the company.

4.2 It is important to maintain a proper spirit and tone to your communications. The following guidelines are suggested:

a. Make your communications positive, constructive, complete, factual.

b. Don’t write when angry and edit before sending.

c. Be careful with humor – they can’t see you wink 😉.

d. Always avoid sarcastic humor – they can’t hear your tone of voice over e-mail.

e. Never use all caps – that is perceived as “SHOUTING!”
f. Avoid belaboring disagreements in e-mail – there is a time for face-to-face meetings.
g. Always guide your recipient in responding by stating what you need and when.
h. Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.

5.0 Procedures

5.1 Procedures for accessing the Voicemail, E-mail and Internet system, as well as the guidelines for how to properly send and retain information, may be obtained by contacting [____________________].

5.2 Investigations - The company is committed to the protection of each individual employee’s rights with regards to equal protection and a work environment free of sexual harassment or illegal conduct. To aid in ensuring the quality of the work environment, we encourage and require our employees to report all suspected violations of this policy. All reports and investigations will remain confidential to the extent feasible.

5.3 Acknowledgment/Consent - Each employee should receive a copy of this policy on the first day of employment or upon its distribution. Employees will be required to read the policy at that time, then sign and date a form acknowledging they have done so. Their signature on the acknowledgement form indicates the employee has received the policy; read and understood it, and is voluntarily consenting to the monitoring and/or review of all electronic communications by the Company.

5.4 The Voicemail/E-mail/Internet policies and procedures should be reviewed by each employee on a semi-annual basis.

6.0 Points of Contact

Questions concerning the use of the Voicemail/E-mail/Internet system should be directed to the manager of the [____________________]. Questions concerning the improper use of the system should be directed to the employee’s immediate supervisor and/or Human Resources.

7.0 Violations

Any employee who abuses the privilege of access to the Company’s Voicemail, E-mail or the Internet system will be subject to corrective action, up to and including termination. If necessary, the Company also will also advise law enforcement officials of any illegal conduct.
Corporate Voicemail/E-mail/Internet User Agreement

I have received a copy of the Voicemail/E-mail/Internet policy. I recognized that the Company’s Voicemail/E-mail/Internet systems are to be used only for conducting the Company’s business. I understand that use of this equipment for private purposes is strictly prohibited. I also understand and agree that I have no expectation of privacy in any communication sent or received on these systems. I understand that the Company may inspect any communications on these systems at any time.

As an employee of the Company and user of the Company’s gateway to the Voicemail/E-mail/Internet system, I understand that this policy applies to me.

I have read the Company’s policy and agree to follow all of its provisions, for the duration of my employment with the Company.

I am aware that any violation of this company’s policy may subject me to disciplinary action, up to and including discharge from employment. If I have any questions regarding appropriate use of the system, I will request clarification from my supervisor or [__________________________].

______________________________  ____________________________
Employee Signature              Date

______________________________
Employee Printed Name