

## 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 People email system and make users aware of what People deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within People Network.

## 3. Scope

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

## 4. Policy

- 4.1 All use of email must be consistent with People policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 4.2 People email account should be used primarily for People business-related purposes; personal communication is permitted on a limited basis, but non-People related commercial uses are prohibited.
- 4.3 Email should be retained only if it qualifies as a People business record.
- 4.4 The People 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 People employee should report the matter to their supervisor immediately.
- 4.5 Using a reasonable amount of People 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 People email account is prohibited.
- 4.6 People employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- 4.7 People may monitor messages without prior notice. People is not obliged to monitor email messages.

## 5. Policy Compliance

### 5.1 Compliance Measurement

The People Security Team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, 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 People Security 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.

## **6 Revision History**

<b>Date of Change</b>	<b>Responsible</b>	<b>Summary of Change</b>
<b>January 2014</b>	Sat Sindhar	Introduced policy