104: Internet & Email

100: Office Administration · https://milo.masseyservices.com/docs/104-internet-email/

Section: Office Administration
Subject: Internet & Email
Approved by: Harvey L. Massey
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Policy Owner:

Policy

In order to upgrade and improve communications within our Company, we have installed a computer network system that allows an Internet connection and Email capability. The Internet is a wide-open forum that is unregulated, which is both an advantage and disadvantage. Due to the easy availability and the potential for good and for harm, we are adopting the following Policies and Procedures for Internet and Email use.

Internet

The Internet is an enormous worldwide information resource that contains many web sites, some are very beneficial for business use and some are inappropriate for a professional business office. Therefore, the following policies will apply:

1. Internet use is restricted to official Company business only, such as research and communicating with other business associates and may not be used for personal matters, private business or entertainment.
2. Use of inappropriate websites can affect individual job performances and may be offensive to other employees. Inappropriate websites include, but not limited to, games, amusement, various chat rooms, sexually oriented material, etc. Therefore, Company employees may not access any websites except those that are directly related to their job duties and responsibilities.

Email

The Email system is Company property and is to be treated in a professional, business-like manner and used only for official Company business. The following policies will apply regarding e-mail use:

1. All email messages should be composed with the same care and thoughtfulness as hard copy correspondence. Remember that even when you delete an email message, it can remain in the computer's memory system forever and can sometimes be retrieved at a later date.
2. Employees may not use a code, access a file or retrieve any stored information unless specifically authorized. Employees are not allowed to upload or download Massey copyrighted materials, trade secrets, proprietary financial information or similar materials without prior proper authorization from the Vice President, Chief Financial Officer, Executive Vice President, Operations and/or the President/CEO.
3. Employees may not access another employee's email without that employee's permission.
4. Employees may not use email for private or personal messages. **Employees have no privacy rights with regard to messages they place on the email system.**
5. Under no circumstances should e-mail messages contain material that is offensive, either as to racial, ethnic, religious or sexual connotation, or any language that is inappropriate. Refer to Massey Standard of Conduct for more specifics in regard to this.

Special Note: The Company reserves the right to monitor, retrieve and read all e-mail messages.

VIOLATION OF THESE POLICIES REGARDING THE INTERNET AND E-MAIL ACCESS CAN RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION FOR CAUSE.

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