

Memo

To: All New Hire Associates
From: Carey Parent
CC: File
Date: 11/13/2015
Re: E-mail Protocol

The following is the company's email policy and the protocol for using email on company computers.

1. Please remember that the email address you have been assigned and the company computer you use (laptop and desktop) to access email and the internet are in fact company assets and as such are to be used for legitimate, company related, business activities.
2. Please also remember that the company reserves, and is exercising its lawful right to review messages sent through or to its equipment through its server, or by other software monitoring methods employed for the purpose of insuring that company systems are not being used for non-business related purposes.
3. Time expended on the Internet should be for legitimate, company related purposes. Logs are created for the user, web sites visited, time and date as well as elapsed time spent on each site when connecting through the company's server or a company system.

The purpose of these guidelines is to insure that the information systems we have invested in are used and not abused and that we are productive in our efforts to expand the company and serve our clients.

If you have any questions please feel free to let me know.

Please acknowledge your understanding of this policy and your willingness to comply with the provisions set forth herein.
