[A number seven and a black background

Description automatically generated](https://firsthr.app/)

**Download more free templates from** [**firsthr.app**](http://firsthr.app/)

[Company/Organization Name]

Effective Date: [Date]

Email Usage Policy

**1. Purpose:**

The purpose of this Email Usage Policy is to provide guidelines and expectations for the appropriate use of company-provided email accounts. It aims to ensure efficient communication, protect the company's information assets, maintain professionalism, and comply with relevant laws and regulations.

**2. Applicability:**

This policy applies to all employees, contractors, and third-party users who have been granted access to company-provided email accounts.

**3. Acceptable Use:**

a. Email accounts provided by [Company/Organization Name] should be used solely for work-related purposes and official company communications.

b. Employees should exercise discretion and professionalism when using company email accounts and avoid sending or accessing content that may be deemed offensive, discriminatory, or inappropriate.

c. Employees must not use company email accounts for personal or non-work-related activities, such as personal correspondence, non-work-related promotions, or forwarding chain letters.

**4. Confidentiality and Data Protection:**

a. Employees are responsible for maintaining the confidentiality and security of company email accounts and the information contained within them.

b. Confidential or sensitive information should not be transmitted via email unless appropriate measures, such as encryption or secure file transfer, have been implemented.

c. Employees should not share their email account credentials with others or allow unauthorized individuals to access their email accounts.

**5. Email Etiquette:**

a. Employees should follow professional email etiquette when composing and sending emails. This includes using clear and concise language, using proper grammar and spelling, and maintaining a respectful tone.

b. All emails should include an appropriate subject line that accurately reflects the content of the message.

c. Employees should refrain from sending unnecessary or excessive emails that may contribute to email overload for recipients.

d. Employees should use the "Reply All" feature judiciously and only when the response is relevant to all recipients.

**6. Prohibited Activities:**

a. The following activities are strictly prohibited and may result in disciplinary action:

b. Sending or forwarding confidential, proprietary, or sensitive company information to unauthorized recipients.

c. Using company email accounts to engage in illegal activities or transmit illegal content.

d. Sending unsolicited commercial emails (spam) or chain letters.

e. Impersonating other individuals or forging email headers.

f. Accessing or attempting to access the email accounts of other employees without proper authorization.

**7. Monitoring and Enforcement:**

a. [Company/Organization Name] reserves the right to monitor email usage for compliance with this policy, as well as to ensure the security and integrity of its information assets.

b. Violations of this policy may result in disciplinary action, up to and including termination of employment or legal consequences, depending on the severity of the violation and in accordance with applicable laws and regulations.

**8. Employee Acknowledgment:**

By signing below, employees acknowledge that they have received and understood the Email Usage Policy and agree to comply with its guidelines during their employment with [Company/Organization Name].

**Employee:**

I have read and understood the Email Usage Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]