



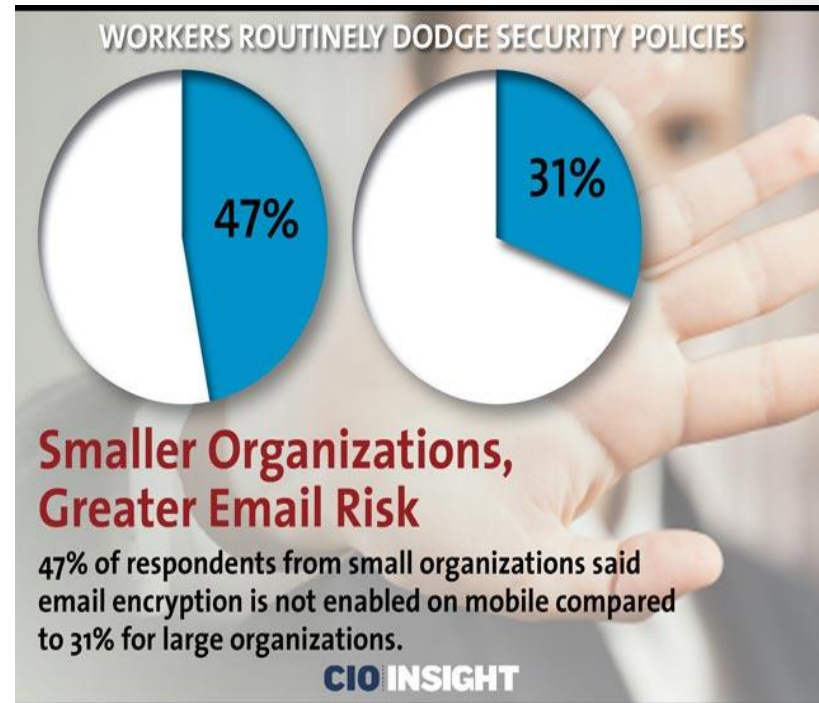
# Email risk policy

# What is it?

- **E-policy is a corporate statement and set of rules to protect the organization from casual or intentional abuse that could result in the release of sensitive information, IT system failures or litigation against the organization by employees or other parties.**

# Why is it needed?

- Easy for employees to send out confidential or copyrighted documents
- Emailed material can lead to other employee action (e.g. jokes and attachments leading to sexual harassment charges).
- External documents may contain viruses
- Sending unprotected emails and attachments to third parties.



# Points, which should be clear for employees

- **Acceptable Use**
- **Prohibited Use**
- **Personal Use**
- **Monitoring**
- **Enforcement**





**Thank You**  
== For Your Attention ==