

Company Name:	Twenty-Four Seven Recruitment Services Ltd					
Policy Name:	Email Policy					
Review Date:	V1 undated	V2 06/04/22				
Reviewed and authorised by:	Amanda Lillis – HR Director					

Policy Statement

The purpose of this email policy is to ensure the proper use of The Company ("**24-7 Recruitment Services**") email system and make users aware of what the Company deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within 24-7 Recruitment Services Network.

Responsibilities

Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

Scope

This policy covers appropriate use of any email sent from a 24-7 Recruitment Services email address and applies to all employees, vendors, and agents operating on behalf of the Company.

Policy

- All use of email must be consistent with the Company policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 24-7 Recruitment Services email account should be used primarily for business-related purposes; personal communication is permitted on a limited basis, but non-24-7 Recruitment Services related commercial uses are prohibited.
- All Company data contained within an email message or an attachment must be secured according to the Data Protection Standard.
- Email should be retained only if it qualifies as a Company business record. Email is a Company business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- Email that is identified as a 24-7 Recruitment Services business record shall be retained according to the Company Data Retention Schedule.
- The 24-7 Recruitment Services 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 colour, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Company should report the matter to their supervisor immediately.

- Users are prohibited from automatically forwarding Company email to a third party email system. Individual messages which are forwarded by the user must not contain Company or above information.
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Company business, to create or memorialise any binding transactions, or to store or retain email on behalf of the Company. Such communications and transactions should be conducted through proper channels using Company - approved documentation.
- Using a reasonable amount of Company 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 Company email account is prohibited.
- Employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- The Company may monitor messages without prior notice. The Company is not obliged to monitor email messages.

Training and communication

Awareness on this policy should form part of the induction process for all new employees. All existing employees should receive relevant notice on how to adhere to this policy.

Non compliance

A breach of any of the provisions of this Policy by any Relevant Person who is an officer or employee of the Company will constitute a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the gravity of the offence, it may be treated as gross misconduct and could render the employee liable to summary dismissal without payment of notice.

Breach of this policy by any Relevant Person who is a temporary worker, contractor or consultant providing his/her services to the Company may lead to the immediate termination of that temporary workers, contractor's or consultant's engagement by the Company.

Breach of this policy by any Relevant Person which is a corporate entity could lead to the suspension or termination of any relevant contract, sub-contract or other agreement between the corporate entity and the Company.