The purpose of this policy is to ensure the proper use of the Norton Housing Authority email system. All messages distributed via the company’s email system, even personal emails, are Norton Housing Authority property. You must have no expectation of privacy in anything that you create, store, send or receive on the company’s email system. Your emails can be monitored without prior notification if Norton Housing Authority deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the company reserves the right to take disciplinary action, including termination and/or legal action. If you have any questions or comments about this email policy, please contact the Executive Director.

It is strictly prohibited to:

1. Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.

2. Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.

3. Send unsolicited email messages or chain mail.

4. Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

**Duty of Care:** Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

**Personal Usage:** Although the company’s email system is meant for business use, Norton Housing Authority will allow **limited** and **reasonable** usage for personal communications. Personal email use must not **interfere with work**.

This policy was approved and adopted by the Board of Commissioners for the Norton Housing Authority on **June 14, 2016**.

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James Dinsel, Chairman