



**COMMUNITY
FOUNDATION**
of Northern Nevada

**COMMUNITY FOUNDATION OF NORTHERN NEVADA
EMAIL POLICY**

I. Purpose

The purpose of the Email Policy Statement is to establish an understanding of the general terms and conditions under which employees of the Community Foundation will use email and how they will use it.

II. General policies for email use

- a. Community Foundation email will be used for Community Foundation purposes.
- b. Community Foundation is the owner of all email regardless of whose account it comes from or goes to.
- c. All Community Foundation email is subject to monitoring.
- d. Email coming from Community Foundation must at all times convey the high standards of work done at Community Foundation.

III. Approved signature blocks

Email from Community Foundation accounts must include the standard company signature block, which includes:

- a. Sender's full name and title
- b. Full Community Foundation name
- c. Business address, phone number, and fax number
- d. Tag line
- e. National Standards emblem and slogan

Employees are to refrain from putting any personal slogans or messages in addition to the approved signature block.

IV. Email use

Email generated at Community Foundation and from Community Foundation accounts is for the express purpose of conducting Community Foundation business.

V. Prohibitions in email

Do not send or forward:

- a. purported jokes
- b. harassing email
- c. pornographic materials

Do not send anything that will embarrass or have the potential to damage the reputation of Community Foundation.

VI. Community Foundation's rights regarding your email

The Community Foundation reserves the right to monitor any employee's email at any time, with or without their permission.