

Electronic Mail Acceptable Use Policy

For

SHAKUMBHARI ENTERPRISES

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Electronic Mail Acceptable Use Policy

User Responsibilities:

These guidelines are intended to help SHAKUMBHARI ENTERPRISES employees to make the best use of the electronic mail facilities at their disposal. Employees should understand the following.

1. The Organisation provides electronic mail to staff to enable them to communicate effectively and efficiently with other members of SHAKUMBHARI ENTERPRISES, other companies and partner organisations.

When using the Organisation's electronic mail facilities, employees should comply with the following guidelines.

DO

2. Do check complete provided electronic mail account daily to see if you have any messages.
3. Do include a meaningful subject line in your message.
4. Do check the address line before sending a message and check you are sending it to the right person.
5. Do delete electronic mail messages when they are no longer required.
6. Do respect the legal protections to data and software provided by copyright and licenses.
7. Do take care not to express views, which could be regarded as defamatory or libellous.
8. Every user is required to take backup of their important mails on the designated folder on server on time to time basis to prevent the loss of the important mail in event of disaster like PC crash etc.
9. All email users have to maintain their disk utilization quota as 20 MB (Management email box are excluded from the list), else all the incoming mails from inside as well as outside SHAKUMBHARI ENTERPRISESINC.com domain will bounce back and will not be received. Some of them may be important customer mails which may even result into a severe business loss to the company.
10. All email users have to change their email password time to time basis, This password should not be shared with any colleague or friend. Any obscene mail from individual mail box will be his/her solely responsibility and company will not be liable for any such liability in any case.

11. All emails getting out to shakumbh.com domain should have a disclaimer (Please see page 3 for disclaimer statement). **It is mandatory.**

DO NOT

1. Do not print electronic mail messages unless absolutely necessary.
2. Do not expect an immediate reply, the recipient might not be at their computer or could be too busy to reply straight away.
3. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
4. Do not use electronic mail for personal reasons.
5. Do not send excessively large electronic mail messages or attachments.
6. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to several people.
7. Do not participate in chain or pyramid messages or similar schemes.
8. Do not represent yourself as another person.
9. Do not share your mail password with any colleague or any one.
10. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive or libellous.

Important to be remembered:

- All electronic mail activity is monitored and logged.
- All electronic mail coming into or leaving the Organisation is scanned for virus and spam.
- If you get any spam or virus mail, please forward the same to the info@shakumbh.com email id to prevent future spam/virus mails to our domain. **The mail subject should clearly state “SPAM”.**
- User mail size quota for all users except management is fixed as 20 MB. The quota can be increased only by the written permission of General Manager - IT.
- All the content of electronic mail is scanned for offensive material.
- IT is not responsible for loss of some important mails on individual machine in event of PC crash or loss of PC etc.

If you are in any doubt about an issue affecting the use of electronic mail you should consult the IT Department.

Any breach of the Organisation’s Electronic Mail Acceptable Use Policy may lead to disciplinary action or even termination of the job.

Annexure:

- **Text for Disclaimer to be in the outgoing mail to SHAKUMBHARI ENTERPRISES.**

Domain: Please do not print this email unless it is absolutely necessary.

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from your computer. SHAKUMBHARI ENTERPRISES takes all reasonable steps to ensure that its electronic communications are free from viruses. However, given Internet accessibility, the Company cannot accept liability for any virus introduced by this e-mail or any attachment and you are advised to use up-to-date virus checking software.