

# Sample of a Security Policy

Policy #:	Title:	Effective Date:
1.000	E-Mail Use Policy	mm/dd/yyyy

## [Your Company]

### Table of Contents

1.0 OVERVIEW .....	1
2.0 PURPOSE.....	1
3.0 SCOPE .....	1
4.0 POLICY .....	2
4.1 GENERAL USE .....	2
4.2 UNACCEPTABLE USE .....	2
5.0 ENFORCEMENT .....	2
6.0 OWNERSHIP .....	2
7.0 DEFINITIONS.....	2
8.0 REVISION HISTORY.....	3

### **1.0 OVERVIEW**

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[Your Company] is a very visible global company. The company's image can be tarnished by an inaccurate e-mail, which is misinterpreted by the general public as official policy statement. In addition, the improper use of the e-mail system may leave [Your Company] liable for all damages.

### **2.0 PURPOSE**

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This policy has been created to outline appropriate and inappropriate use of the [Your Company] e-mail system and possible consequences of misuse of the e-mail system.

### **3.0 SCOPE**

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This policy covers appropriate use of any email sent from an [Your Company] email address and applies to all employees, vendors, and agents operating on behalf of [Your Company].

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## **4.0 POLICY**

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### **4.1 GENERAL USE**

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- 4.1.1 Information systems are for business use only. Occasional personal use is permitted provided it does not interfere with work.
- 4.1.2 Services may be used outside scheduled hours of work, provided such use is consistent with professional conduct.
- 4.1.3 Users should have no expectation of privacy while using company-owned or company-leased equipment.

### **4.2 UNACCEPTABLE USE**

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- 4.2.1 The email system shall not to be used for the creation or distribution of any disruptive or offensive messages, which includes chain letters, off-color cartoons or jokes, whether created as an original or forwarded.
- 4.2.2 Employees who receive any disruptive or offensive messages from any company employee should report the matter to their supervisor immediately.

## **5.0 ENFORCEMENT**

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Any employee found to have violated this policy may be subject to disciplinary action, which may include loss of e-mail privileges and/ or up to and including termination of employment.

## **6.0 OWNERSHIP**

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The INFOSEC team is responsible for all updates to the E-mail use document. This document should be reviewed and / or updated yearly.

## **7.0 DEFINITIONS**

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### **TERM**

### **DEFINITION**

## Sample of a Security Policy

Email	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Eudora and Microsoft Outlook.
Forwarded email	Email resent from an internal network to an outside point.
Chain email or letter	Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money, if the direction is followed.

### ***8.0 REVISION HISTORY***

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**DATE**

mm/dd/yyyy

**AUTHOR**

The INFOSEC Team