

Email Policy

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of Textile Recycling International email system and make users aware of what Textile Recycling International deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Textile Recycling International Network.

Scope

This policy covers appropriate use of any email sent from a Textile Recycling International email address and applies to all employees, vendors, and agents operating on behalf of Textile Recycling International.

Policy

1. All use of email must be consistent with Textile Recycling International policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
2. Textile Recycling International email account should be used primarily for Textile Recycling International business-related purposes; personal communication is permitted on a limited basis, but non-Textile Recycling International related commercial uses are prohibited.
3. All Textile Recycling International data contained within an email message or an attachment must be secured according to the Data Protection Standard.
4. Email should be retained only if it qualifies as a Textile Recycling International business record. Email is a Textile Recycling International business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
5. Email that is identified as a Textile Recycling International business record shall be retained according to Textile Recycling International Record Retention Schedule.
6. Email received from unknown senders containing links, should be treated with caution, and suspected as possible Phishing. Before following the link, confirm by phone that it is a legitimate contact.

7. The Textile Recycling International 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 color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Textile Recycling International employee should report the matter to their supervisor immediately.
8. Users are prohibited from automatically forwarding Textile Recycling International email to a third party email system (noted in 8 below). Individual messages which are forwarded by the user must not contain Textile Recycling International confidential or above information.
9. Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Textile Recycling International business, to create or memorialize any binding transactions, or to store or retain email on behalf of Textile Recycling International. Such communications and transactions should be conducted through proper channels using Textile Recycling International-approved documentation.
10. Using a reasonable amount of Textile Recycling International 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 Textile Recycling International email account is prohibited.
11. Textile Recycling International employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
12. Textile Recycling International may monitor messages without prior notice. Textile Recycling International is not obliged to monitor email messages.