



The Fathers' Rights Movement

E-mail Policy

ARTICLE 1. PURPOSE

The purpose of this e-mail policy is to ensure the proper use of The Fathers' Rights Movement (hereinout known as TFRM) e-mail system and make users aware of what TFRM deems as acceptable and unacceptable use of its e-mail system. The company reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

ARTICLE 2. LEGAL RISKS

E-mail is a business communications tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although e-mail seems to be less formal than other written communication, the same laws apply. By following the guidelines in this policy, you can minimize the legal risks involved in the use of e-mail.

ARTICLE 3. LEGAL REQUIREMENTS

The following rules are to be strictly adhered to. It is **prohibited** to:

- **Send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.**
- Forward a message with sensitive information without acquiring permission from the sender first.
- Send unsolicited e-mail messages.
- Send e-mail messages using another person's e-mail account.
- Copy a message or attachment belonging to another user without permission of the originator.

ARTICLE 4. STAYING SAFE

- **Beware of viruses:**
 - Do not click on any links or open any attachments of unsolicited or suspicious looking e-mails. These messages could infect your computer with a virus.
- **Beware of phishing:**
 - If you receive an e-mail from a bank or any other institution, asking you to click on a link and update your details, **DO NOT CLICK** on the link. Do not be fooled if the sender appears to have some of your private details. This information can be obtained through Facebook, Linked-in and other social media websites. Instead, go to the company website by typing in the URL in a web browser, or call the company.

ARTICLE 5. BEST PRACTICES

TFRM considers e-mail as an important means of communication and recognizes the importance of proper e-mail content in conveying a professional image. Users should take the same care in drafting an e-mail as they would for any other communication. Therefore the company wishes users to adhere to the following e-mail guidelines:

- **Writing e-mails:**
 - Write well-structured e-mails and use short, descriptive subjects.
 - TFRM's e-mail style is informal. This means that sentences can be short and to the point. You can start your e-mail with 'Hi', or 'Dear', and the name of the person.
 - Signatures must include your name, job title and the TFRM Chapter you are affiliated with. A disclaimer will be added underneath your signature (see Disclaimer below)

- Do not send unnecessary attachments. Compress attachments larger than 5 MB before sending them.
- Only send e-mails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the e-mail, using other means of communication, or protecting information by using a password (see confidential).
- Only mark e-mails as important if they really are important.
- **Maintenance:**
 - Delete any e-mail messages that you do not need to have a copy of, and set your e-mail client to automatically empty your 'deleted items' on closing.

ARTICLE 6. PERSONAL USE

Although the company's e-mail system is meant for business use, TFRM allows limited personal usage if it is reasonable and does not interfere with work. However the sending of chain letters, junk mail, jokes and executables is prohibited. All messages distributed via the TFRM's e-mail system are TFRM property.

ARTICLE 7. CONFIDENTIAL INFORMATION

Do not send credit card details, social security numbers, or other confidential information via e-mail.

ARTICLE 8. PASSWORDS

Use a combination of words, numbers and special characters for passwords. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

ARTICLE 9. ENCRYPTION

Users may not encrypt any e-mails without obtaining written permission from the Secretary of the Board, who oversees Technology. If approved, the encryption key(s) must be made known to TFRM.

ARTICLE 10. E-MAIL ACCOUNTS

All e-mail accounts maintained on our e-mail systems are property of TFRM. Passwords should not be given to other people. E-mail accounts not used for 60 days will be deactivated and possibly deleted.

ARTICLE 11. ORGANIZATIONAL BUSINESS

All TFRM business and related correspondences which are sent through means of the electronic mail systems must be conducted through official TFRM e-mail addresses. The use of forwardering services to non-organizaional e-mail addresses is not authroized.

ARTICLE12. SYSTEM MONITORING

Users expressly waive any right of privacy in anything they create, store, send or receive through TFRM's e-mail servers. TFRM can, but is not obliged to, monitor e-mails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, TFRM reserves the right to take disciplinary action, including termination and/or legal action.

ARTICLE 13. DISCLAIMER

The following disclaimer will be added to each outgoing e-mail:

'This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error please notify the system manager. Please note that any views or opinions presented in this e-mail are solely those

of the author and do not necessarily represent those of the The Fathers' Rights Movement. Finally, the recipient should check this e-mail and any attachments for the presence of viruses. The Fathers' Rights Movement accepts no liability for any damage caused by any virus transmitted by this e-mail.'

ARTICLE14. QUESTIONS

If you have any questions or comments about this E-mail Policy, please contact the Secretary of the Board, Cheryl Feinberg, cfeinberg@fathersrightsmovement.us. If you do not have any questions TFRM presumes that you understand and are aware of the rules and guidelines in this E-mail Policy and will adhere to them.

Version	Date	Comments
REV-01.00	25MAR2016	Creation of Document. Author: C. Feinberg
REV-02.00	14APR2016	Addition of Organizational Business section. Author: C. Feinberg