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**TCF Acceptable Email Use Policy**

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| **Review Date & Version #** | 2011 |
| **Owner** | Robert Cuming |
| **Reviewed by** | Judy Mallinson |
| **Support/Co-review** | Sue Clements |
| **Date due for review** | 31st December 2014 or earlier as required by change |

**Introduction**

Use of email by staff, volunteers and counsellors (hereinafter referred to as staff) is permitted and encouraged where such use supports the goals and objectives of the Foundation.

However, Foundation has a policy for the use of email whereby the staff must ensure that they:

* comply with current legislation
* use email in an acceptable way
* observe counselling and Foundation confidentiality procedures to the highest degree
* do not create unnecessary risk to the Foundation by their misuse of emails

**Unacceptable behaviour**

* use of Foundation communications systems to set up personal business or send chain letters
* forwarding of Foundation confidential messages to external locations
* distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
* distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
* accessing copyrighted information in a way that violates the copyright
* breaking into the Foundation’s or another organisation’s system or unauthorised use of a password/mailbox
* broadcasting unsolicited personal views on social, political, religious or other non-Foundation related matters
* transmitting unsolicited commercial or advertising material
* undertaking deliberate activities that waste staff effort or networked resources
* introducing any form of computer virus or malware into the corporate network

**Monitoring**

* The Foundation accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon staff productivity and the reputation of the business.
* In addition, all of the Foundation's internet-related resources are provided for its purposes. Therefore, the Foundation maintains the right to monitor the email traffic. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

**Agreement**

All company employees, contractors or temporary staff who have been granted the right to use the company’s email must abide by this policy.

**Sanctions**

Where it is believed that staff or a volunteer has failed to comply with this policy, they will face the relevant Foundation procedure which will include those referred to in the counselling codes of ethics, Foundation Clinical Panel and Centre Service Guidelines. If the employee is found to have breached the policy or policies, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the staff's disciplinary record.