



EMAIL POLICY FOR THE GIRLS EXCELLENCE MOVEMENT

This document sets forth the policy of THE GIRLS EXCELLENCE MOVEMENT - GEM with respect to email. All volunteers who use GEM's email system are required to comply with this policy statement.

1. **Business Use**

The email system is to be used solely for business purposes of the Institute and not for personal purposes of the employees.

2. **Ownership**

All information and messages that are created, sent, received or stored on the GEM's email system is the sole property of GEM.

3. **Email Review**

All email is subject to the right of GEM to monitor, access, read, disclose and use such email without prior notice to the originators and recipients of such email. Email may be monitored and read by authorized personnel for GEM for any violations of law, breaches of GEM policies, communications harmful to GEM, or for any other reason.

4. **Prohibited Content**

Emails shall not contain statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.

5. **Security**

The email system is only to be used by authorized persons, and an employee must have been issued and email password in order to use the system. Volunteers shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from GEM.

6. **No Presumption of Privacy**

Email communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.

7. Certain Prohibited Activities

Volunteers may not, without the GEM's express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through email.

8. Message Retention and Creation

Volunteers should be careful in creating email. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, GEM may be required to produce email in litigation.

9. Viruses

Any files downloaded from email received from non-GEM sources must be scanned with the GEM's virus detection software. Any viruses, tampering or system problems should be immediately reported to the Admin Team

10. Consequences of Violations

Violations of this policy or other GEM policies may result in discipline, suspension and even termination membership.