Example Electronic Communication Policy

This template is not intended as legal advice. Your organizational goals, purpose, values, and bylaws should drive the creation of this document.

Organization Name has established a policy with regard to access and disclosure of electronic communications – fax, e-mail, telephone and Internet. Organization Name intends to honor the policies set forth below, but reserves the right to change them at any time as may be required under the circumstances.

- Organization Name maintains an electronic communication system. This system is provided to assist in the conduct of business within the organization.
- The electronic systems and hardware are Organization Name property. Additionally, all messages composed, sent, or received on these electronic systems are and remain the property of Organization Name. They are not the private property of any employee.
- The electronic systems are for conducting business at Organization Name.
- The electronic systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.
- The electronic systems are not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- The electronic systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- Organization Name reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over these electronic systems for any purpose. Contents properly obtained for legitimate business purposes, may be disclosed without the permission of the employee.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to Organization Name or they are invalid and cannot be used.
- Notwithstanding our right to retrieve and read any electronic messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any electronic messages that are not sent to them. Any exception to this policy must receive prior approval.
- Employees shall not use a code, access a file or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to an employee’s immediate supervisor. No pass code may be used that is unknown to a supervisor at Organization Name.
- Any employee who discovers a violation of this policy shall notify his/her immediate supervisor, who will in turn notify the president.
- Any employee who violates this policy or uses these electronic systems for improper purposes shall be subject to discipline, up to and including termination.