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## Email Policy

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### 1. Introduction

- This policy has been created to detail the acceptable use of Flashbay Ltd email systems
- This policy applies to **ALL** employees at Flashbay Ltd
- The policy will be distributed to users of Flashbay Ltd email systems

### 2. Purpose of the Policy

- This policy sets out the standards expected of all Flashbay Ltd employees in relation to the use of the email systems provided by Flashbay Ltd and the legal obligations by which we must all abide by
- This policy is a reminder to Flashbay Ltd employees of the right of Flashbay Ltd to monitor all emails either sent and/or received, both between Flashbay Ltd employees and Flashbay Ltd and external parties
- The policy also details the actions Flashbay Ltd will take upon the contravention of company regulations and/or contravention of the laws of the jurisdiction in which your place of employment resides

### 3. Policy Statement

#### 3.1 Scope of the Policy

- This policy applies to all employees of Flashbay Ltd and any external parties who have authorisation to use Flashbay Ltd email system
- This policy applies to all email messages sent from Flashbay Ltd email systems to both internal employees and external parties. This includes email messages initiated by a Flashbay Ltd employee and emails sent in reply to both external parties and other Flashbay Ltd employees

#### 3.2 Acceptance of Policies and Regulations

- It is a requirement that employees of Flashbay Ltd and any authorised external parties accept the regulations set out in this policy before using the email system

#### 3.3 Monitoring Arrangements

Flashbay Ltd reserve the right to, without further notice, monitor communications and usage of computer hardware and software and any activity via our network for the purposes of ensuring compliance with the law, company regulations and to enable workflow continuity. This includes but is not limited to email communication, instant messaging services, third party applications and internet activity whether for the purposes of business use or otherwise. Contravention of the law and/or company regulations may result in disciplinary and/or legal action. By using our network, hardware and / or software to access any file, service, or website a user explicitly consents to the monitoring of such activity and to cooperate in any subsequent or arising audit, investigation, disciplinary action or legal procedure to the fullest extent possible, including by providing the company with access to all files, services and websites so accessed upon request.

#### 3.4 Disclaimer

- Flashbay Ltd includes a disclaimer in emails sent in order to provide legal protection

#### 3.5 Contravention of the Rules

- Employees who contravene the rules set out in the IT policy will be subject to Flashbay Ltd disciplinary procedures

### 4. Standards of Acceptable Use

- Email access is provisioned to Flashbay Ltd employees and authorised external parties for business purposes only and should not be used for:
  - Distributing or storing images, text and materials that maybe considered discriminatory, offensive or abusive in that the context is a personal attack, sexist, racist or might be construed as harassment
  - Forwarding of Flashbay Ltd emails to external mailing systems

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- Transmitting unauthorised sales material or any other material that would breach employee confidentiality obligations
- For publishing of materials that breach copyright

### 5. Malware

- Emails carrying malware are a common occurrence. Reasonable steps must be taken to ensure that Flashbay Ltd systems are not infected. If in doubt please:
  - Only download/open attachments that you were expecting from known customers or colleagues
  - If an email containing malware has been received, delete the email and subsequently remove it completely from the Trash folder
  - When in doubt immediately contact IT Support for clarification

### 6. Revision of the policy

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the HR Manager or nominated deputy. You will be notified of any changes.