



## PROCEDURES

Policy No.	B.5.4
Title	<b>Electronic Mail (Employees)</b>
Approval Body	Board of Governors
Policy Sponsor	Vice President Administration & Chief Financial Officer
Last Revised/Replaces	February 2014/ May 30, 2013
Effective Date	June 29, 2015

### GUIDELINES

VCC owns the email accounts and all messages and data held within these accounts.

- There is no guarantee of privacy with email. (**Note:** Normally an employee's email will not be read, without the knowledge of the individual concerned.)
- Email is a business tool for business communication. Care should be taken in drafting an email as for any other official communication.
- Employees should consider the appropriateness of forwarding email messages. If in doubt, seek approval from the sender of the original message.
- Personal use of email is acceptable, if it does not interfere with work.
- Email users should apply good judgement with respect to the appropriateness of message content. For example, bear in mind the rights of copyright holders and general business confidentiality.
- Email is not to be used for the distribution of chain letters, inappropriate humour and offensive graphics or images.

### PROCEDURES

1. If you receive email from another employee which you believe is inappropriate, it is recommended that you first discuss your concern with the sender.
2. If this does not result in a satisfactory conclusion, report the matter to the Chief Information Officer (CIO), Director of Information Technology (or designate).
3. The CIO or Director of Information Technology, (or designate) will initiate and conduct enquiries as quickly as possible, and in consultation with the Vice President, Administration & CFO, will determine the appropriate action.

4. The CIO or Director of Information Technology, (or designate) may authorize an immediate suspension of access privileges pending the outcome of an enquiry.
5. Inappropriate email from the outside can be blocked by email filters. Requests for such blocking should be made via the VCC IT department.
6. Non-compliance with this policy and related College policies/legislation may result in:
  - a. A temporary or permanent suspension of system and/or network access privileges.
  - b. Discipline as defined by the policies, laws, acts codes or agreements that have been violated.
  - c. Further investigations as needed by VCC's IT or Security teams

**RELATED POLICY**

Refer to B.5.4 Electronic Mail (Employees) Policy