

PDS INFOTECH PVT LTD

Email Policy

(Ref No: - ISMS/PDS/5.2/10)

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose-

The purpose of this email policy is to ensure the proper use of **PDS INFOTECH PVT LTD** email system and make users aware of what **PDS INFOTECH PVT LTD** deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within **PDS INFOTECH PVT LTD** Network.

Scope-

This policy covers appropriate use of any email sent from a **PDS INFOTECH PVT LTD** email address and applies to all employees, vendors, and agents operating on behalf of **PDS INFOTECH PVT LTD**

Policy-

1. All use of email must be consistent with **PDS INFOTECH PVT LTD** policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
2. **PDS INFOTECH PVT LTD** email account should be used primarily for **PDS INFOTECH PVT LTD** Business related purposes; personal communication is not permitted, but non **PDS INFOTECH PVT LTD** related commercial uses are prohibited.
3. All **PDS INFOTECH PVT LTD** data contained within an email message or an attachment must be secured according to the Data Protection Standard.
4. Email should be retained only if it qualifies as a **PDS INFOTECH PVT LTD** business record. Email is a **PDS INFOTECH PVT LTD** business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
5. Email that is identified as a **PDS INFOTECH PVT LTD** business record shall be retained according to **PDS INFOTECH PVT LTD** Record Retention Schedule.
6. The **PDS INFOTECH PVT LTD** email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any

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emails with this content from any **PDS INFOTECH PVT LTD** employee should report the matter to their supervisor immediately.

7. Users are prohibited from automatically forwarding **PDS INFOTECH PVT LTD** email to a third party email system. Individual messages which are forwarded by the user must not contain **PDS INFOTECH PVT LTD** confidential or above information.
8. Non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a **PDS INFOTECH PVT LTD** email account is prohibited.
9. **PDS INFOTECH PVT LTD** employees shall have no expectation of privacy in anything they store, send or receive on the PDS INFOTECH PVT LTD's email system.
10. **PDS INFOTECH PVT LTD** may monitor messages without prior notice. **PDS INFOTECH PVT LTD** is not obliged to monitor email messages.

Policy Compliance-

Compliance Measurement-

The PDS INFOTECH Steam will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions-

Any exception to the policy must be approved by the **PDS INFOTECH PVT LTD** team in advance.

Non-compliance-

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.