



**COMMUNITY
FOUNDATION**
of Northern Nevada

COMMUNITY FOUNDATION OF NORTHERN NEVADA EMAIL POLICY

I. Purpose

The purpose of the Email Policy is to establish an understanding of the general terms and conditions under which employees of the Community Foundation of Northern Nevada (“Community Foundation”) will use email and how they will use it.

II. General Policies for Email Use

- Community Foundation email will be used for Community Foundation purposes.
- The Community Foundation is the owner of all email, regardless of whose account it comes from or whose account it is sent to.
- All Community Foundation emails are subject to monitoring.
- Emails coming from Community Foundation must always convey the high standards of work done at Community Foundation.

III. Approved Signature Blocks

Email from Community Foundation accounts must include the standard company signature block, which will be provided by the Community Foundation marketing team and may be updated from time to time.

Employees are to refrain from adding any personal slogans or messages in addition to the approved signature block.

IV. Email Use

Email generated at the Community Foundation and from Community Foundation accounts is for the express purpose of conducting Community Foundation business and should not be used for personal email correspondence.

V. Email Prohibitions

Do not send or forward any of the following:

- Purported jokes;

- Harassing emails;
- Pornographic materials;
- Political messaging.

This list should not be taken as all inclusive. Do not send anything that could embarrass or have the potential to damage the reputation of Community Foundation or its partners.

VI. Community Foundation's Rights Regarding Community Foundation Email Accounts

The Community Foundation reserves the right to monitor any employee's email at any time, with or without their permission.

VII. Email Disclosure Notice

All emails originating from a Community Foundation email address should contain the following:

NOTICE TO RECIPIENT: If you are not the intended recipient of this email, you are prohibited from sharing, copying, or otherwise using or disclosing its contents. If you have received this email in error, please notify the sender immediately by reply email and permanently delete this email and any attachments without reading, forwarding, or saving them. Thank you.