



EMAIL POLICY

The purpose of this policy is to assure that The Traub Law Office, P.C.'s e-mail system is used in an acceptable manner. Each employee of The Traub Law Office, P.C. should read the policy and sign the agreement at the end of this document.

Legal Risks

E-mail is a communication tool of The Traub Law Office, P.C. Employees are obligated to use this communication tool in a responsible and professional manner. This implies that that e-mail will be utilized in effective and lawful ways. Although the tendency by many people is to communicate in very informal ways via e-mail, employees should be aware that the same laws apply to e-mail communications as apply to any business communications. Therefore, it is important that every employee be aware of the legal risk associated with the use of e-mail including:

- The Traub Law Office, P.C. and the e-mail sender can be held liable for e-mails sent or forwarded by employees that are libelous, defamatory, offensive, racist, or obscene.
- The Traub Law Office, P.C. and the e-mail sender can be held liable for sending or forwarding confidential information.
- The Traub Law Office, P.C. and the e-mail sender can be held liable for copyright infringement for copying or forwarding messages without permission.
- The Traub Law Office, P.C. and the e-mail sender can be held liable for sending an attachment that contains a virus.

By following the guidelines of this policy, e-mail users of The Traub Law Office, P.C. can minimize the legal risk involved. Management of The Traub Law Office, P.C. reserve the right to disassociate an e-mail users from The Traub Law Office, P.C., as far as legally possible, if it is found that the user has a disregard for or violates these e-mail policies.

Essential E-Mail Rules

The following rules must be strictly adhered to:

- It is prohibited to send or forward e-mails containing libelous, defamatory, offensive, racist, or obscene language.
- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited e-mail unless authorize to do so by The Traub Law Office, P.C. management.
- Do not send e-mail from another person's account.
- Never use spoofing software to hide or disguise your e-mail identity.
- Do not copy a message or attachment belonging to another user without permission from the originator.

Best E-mail Practices

The Traub Law Office, P.C. recognizes that e-mail is an essential business communication tool and that proper practices need to be followed to ensure that e-mail content is of the highest quality, conveys a professional image, and delivers the best information in a timely manner. To help assure best practices, The Traub Law Office, P.C. e-mail users should follow these guidelines:

- In writing e-mails, content should be well-structured, concise, clear and should contain descriptive subject lines.
- The use of abbreviations, special characters such as "smileys" and other emoticons is discouraged.

- Signatures should include the employee’s name, job title and company name.
- Don’t use all capitals since some users will interpret that as anger or “e-mail shouting”.
- When forwarding e-mails (only if authorized to do so) be sure to clearly state what action the recipient should take.
- Be economical in the use of “urgent” or designating the e-mail as important (high priority).
- E-mails should be answered within at least 8 working hours with priority e-mails answered within 4 hours.
- Delete any e-mails messages for which you do not need a copy.

Personal Use of E-Mail

Although The Traub Law Office, P.C. e-mail systems are primarily for business use, The Traub Law Office, P.C. allows the reasonable use of e-mail for personal use if the following guidelines are followed:

- Personal use of e-mail must not interfere with work.
- Personal e-mails must adhere to all other The Traub Law Office, P.C. policies.
- The forwarding or sending of chain letters, junk mail, and inappropriate jokes is strictly prohibited.
- All messages distributed via the The Traub Law Office, P.C.’s e-mail systems are property of The Traub Law Office, P.C. and may be monitored.

Disclaimer

The following disclaimer should be added to each outgoing e-mail:

This e-mail and any attached files are intended solely for the use of the recipient. Any views or opinions in this message are those of the author and do not necessarily represent those of the company. Although reasonable efforts have been made to assure that this message and attachments are virus-free, the recipient should check this e-mail and any attachments for the presence of viruses. The Traub Law Office, P.C. accepts no liability for any damage caused by any virus transmitted by this e-mail.

Privacy

Employees of The Traub Law Office, P.C. have no expectation of privacy in anything they create, store, send or receive on the company’s network. E-mails can be monitored without prior notification if The Traub Law Office, P.C. management determines it necessary. If evidence shows that you are not adhering to the e-mail policies, The Traub Law Office, P.C. reserves the right to take disciplinary action, including termination and/or legal action.

All e-mail accounts are property of the company. Passwords should not be given to other people.

Acknowledging Receipt of E-Mail Policies

I have received my copy of the The Traub Law Office, P.C. e-mail policies and I have read and I understand the information contained in these policies.

I further acknowledge my understanding that my employment with The Traub Law Office, P.C. may be terminated at any time with or without cause.

_____ *Date*

_____ *Employee’s Signature*

_____ *Name [Please Print]*

