

# Email Procedures

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand that the Nez Perce Tribe provides electronic mail to staff to enable them to communicate effectively and efficiently with other members of staff, other companies and partner organizations.

When using the Tribe's electronic mail you should comply with the following guidelines:

## DO's

1. Check your electronic mail daily to see if you have any messages.
2. Delete the email trash and sent file regularly.
3. Include a meaningful subject line in your message.
4. Check the address line before sending a message and check you are sending it to the right person.
5. Delete electronic mail messages when they are no longer required.
6. Respect the legal protections to data and software provided by copyright and licenses.
7. Take care not to express views, which could be regarded as offensive, defamatory or libelous.
8. Do report anything unusual to your supervisor

## DO NOT

1. Do not maintain more than one year of email messages within the email application, archive any necessary messages.
2. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
3. Do not use electronic mail for personal or financial gain.
4. Do not send excessively large electronic mail messages or attachments.
5. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to several people such as forwarding jokes, chain letters, advertisements, and/or entertainment types of documents.
6. Do not send messages promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, disability, or that represent illegal activities.
7. Do not represent yourself as another person.
8. Do not use electronic mail to send or forward material that could be construed as *confidential*, political, obscene, threatening, offensive or libelous.

## Please note the following

All electronic mail activity is monitored and logged. All electronic mail coming into or leaving the Tribe is scanned for viruses. All the content of electronic mail is scanned for offensive material.

If you are in any doubt about an issue affecting the use of electronic mail you should consult Information Systems.