

Email Policy

1. Purpose

The purpose of this email policy is to ensure the proper use of Robotech CAD Solutions email system and make users aware of what Robotech CAD Solutions deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Robotech CAD Solutions Network.

2. Scope

This policy covers appropriate use of any email sent from a Robotech CAD Solutions email address and applies to all employees, vendors, and agents operating on behalf of Robotech CAD Solutions.

3. Policy

- 4.1 All use of email must be consistent with Robotech CAD Solutions policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 4.2 Robotech CAD Solutions email account should be used primarily for Robotech CAD Solutions business-related purposes; personal communication is permitted on a limited basis, but non-Robotech CAD Solutions related commercial uses are prohibited.
- 4.3 All Robotech CAD Solutions data contained within an email message or an attachment must be secured according to the *Data Protection Standard*.
- 4.4 Email should be retained only if it qualifies as a Robotech CAD Solutions business record. Email is a Robotech CAD Solutions business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- 4.5 Email that is identified as a Robotech CAD Solutions business record shall be retained according to Robotech CAD Solutions Record Retention Schedule.

- 4.6 The Robotech CAD Solutions 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 emails with this content from any Robotech CAD Solutions employee should report the matter to their supervisor immediately.
- 4.7 Users are prohibited from automatically forwarding Robotech CAD Solutions email to a third party email system (noted in 4.8 below). Individual messages which are forwarded by the user must not contain Robotech CAD Solutions confidential or above information.
- 4.8 Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Robotech CAD Solutions business, to create or memorialize any binding transactions, or to store or retain email on behalf of Robotech CAD Solutions. Such communications and transactions should be conducted through proper channels using Robotech CAD Solutions-approved documentation.
- 4.9 Using a reasonable amount of Robotech CAD Solutions resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Robotech CAD Solutions email account is prohibited.
- 4.10 Robotech CAD Solutions employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- 4.11 Robotech CAD Solutions may monitor messages without prior notice. Robotech CAD Solutions is not obliged to monitor email messages.

4. Policy Compliance

5.1 Compliance Measurement

The Infosec team 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.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance

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

6 Related Standards, Policies and Processes

- Data Protection Standard