



POLICY REGARDING EMAIL

The email system is the property of Centenary University and is provided by Centenary University for use in conducting University business. All communications and information transmitted by, received from, or stored in this system are University records and the property of Centenary University.

Emails should not be considered private or secure. Please do not put anything in an email that you would not share with the world. That being said, the practice of "sharing emails" and/or the ability of some to see others' emails should be looked at very carefully.

Although it may seem necessary to have a second person have access to your email, in most cases it isn't the prudent thing to do. An "Out of Office" reply and a name to contact in your absence is a much better way to be certain important emails are answered in a timely manner.

Centenary University in its discretion as owner of the email system reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system, for any reason without the permission of any employee.

Because email records and computer files may be subject to discovery in litigation, Centenary University employees are expected to avoid making statements in email or computer files that would not reflect favorably on the employee or the University if disclosed in litigation or otherwise.

Centenary University's policies against sexual or other harassment apply fully to the email system and any violations of those policies are grounds for discipline up to and including termination. The email system may not be used to solicit commercial enterprises or for other non-job related solicitation.

Employees are reminded to be courteous to other users of the system and to always conduct themselves in a professional manner.

Any employee who discovers misuse of the email system should immediately contact Human Resources.