

# CITY OF PROVIDENCE

## E-MAIL POLICY

The City utilizes various forms of electronic communication services in its workplace, including but not limited to e-mail, voice mail, computer networking and Internet access services. These technologies are for use by employees for City business only. Personal use of such electronic communications is strictly prohibited. Employees shall have no right to privacy in such electronic communications and may be subject to disciplinary measures if discovered using the City's electronic communication services for personal use.

Employees are also prohibited from using the City's electronic communication services to transmit harassing, off-color or otherwise inappropriate messages or remarks; any breach of this prohibition will subject an employee to disciplinary measures, up to and including discharge.

To evaluate employee productivity, monitor the quality of City services, ensure a discrimination-free workplace and maintain compliance with other laws and regulations, the City reserves the right to monitor employee usage of all such electronic communications including but not limited to reviewing any and all messages and other communications sent via e-mail, voice mail and the Internet. The City will note all personal or otherwise inappropriate messages or remarks but will not disclose the contents of such messages except to management personnel on a need to know basis and/or for disciplinary purposes.

1. The City maintains an electronic mail system. This system is provided by the City to assist in the conduct of business within the City. The employee-user must first be authenticated through a City of Providence assigned network username and password. Any use of the username and password by other than the designated individual is prohibited. Should this use occur, the employee user will be held responsible for the misuse.
2. The electronic mail system hardware is City of Providence property. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the City. They are not the private property of any employee.
3. The use of the electronic mail system is reserved solely for conducting City business. It may not be used for personal business.
4. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or any other non-job-related solicitations.
5. The electronic mail system is not to be used for gambling or any activity that is in violation of local, state or federal law.
6. The electronic mail system is not to be used to create any offensive or disruptive messages. This includes, but is not limited to, any messages which contain sexual implications or harassment, racial slurs, gender-specific comments or any other comment that may offensively address someone's age, sexual orientation, religious or political beliefs, national origin or disability.

7. Employee-users are prohibited from entering into any contracts or agreements on behalf of the City of Providence through electronic mail. Any such contracts or agreements must be executed through normal channels and must be expressly authorized by management.
8. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, proprietary financial information data or similar materials.

It is mandatory that you comply with copyright and trademark laws when downloading materials from the Internet.

*Failure to adhere to copyright or license agreements may result in disciplinary action from the City of Providence and/or legal action by the copyright owner.*

9. The electronic mail system shall not be used to send (upload) or receive (download) employee information including, but not limited to, names, addresses, telephone numbers, dates of birth, social security numbers.

Disclosure of any confidential information through electronic mail to any party not entitled to that information is prohibited.

10. The City of Providence reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the City to and among authorized personnel without permission of the affected employee.
11. Notwithstanding the City's right to retrieve and read any electronic mail messages such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by a designated representative of the employer.
12. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the designated City representatives.
13. Employees shall not use a code, access a file or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to the City.
14. Employee users are prohibited from sending electronic mail to all other employee users through the use of the "Everyone" address group unless expressly authorized by management to do so. Excessive use of this address group strains the network.

**This policy should be read and interpreted in conjunction with all other City of Providence policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are**

prohibited from using electronic mail for pornography, violence, gambling, racism, harassment, or any activity that is in violation of any local, state or federal law. Employee-users are forbidden from using profanity or vulgarity when posting electronic mail.

Disciplinary action for violation of this policy may be an oral or written warning, suspension or termination. Remedial action may also include counseling, changes in work assignments, reimbursement for loss caused, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the City and fellow employees

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