



**NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES**

E-mail Policy

1.0 Purpose:

1.1 The purpose of this policy is to guide all e-mail systems and services owned by the NSFM, all e-mail account users/holders at NSFM and all company e-mail records.

2.0 Account Activation/Termination

- 2.1 Email access at NSFM is controlled through individual accounts and passwords.
- 2.2 Employees of NSFM are granted access to an e-mail account on request of the CEO. Email accounts will be granted to third party non-employees on a case-by-case basis.
- 2.3 Email access will be terminated when the employee or third party terminates their professional association with NSFM unless other arrangements are made.
- 2.4 NSFM is under no obligation to store or forward the contents of an individual's email inbox/out box after the term of their employment or professional association has ceased.

3.0 General Expectations of End Users

- 3.1 Important official communications are most often delivered via email. Employees of NSFM with email accounts are expected to check their email(s) in a consistent and timely manner.
- 3.2 Email users are responsible for mailbox management, including organization and cleaning.
- 3.3 Email users should avoid posting their email address on public newsgroups or other areas of the internet.
- 3.4 Email users are expected to comply with normal standards of professional and personal courtesy and conduct, including using appropriate automatic replies and an NSFM email signature.

4.0 Appropriate Use

4.1 Employees and Board members of NSFM are to use NSFM email accounts to further the goals and objectives of organization.

4.2 Email accounts are to be used by the registered user, unless shared accounts have been specifically approved to meet operational requirements.

5.0 Inappropriate Use

5.1 Email use at NSFM will comply with all applicable laws, and all NSFM policies. The follow activities are deemed inappropriate uses of NSFM systems and services are prohibited:

- Use of email for illegal or unlawful purposes.
- Use of email that violates NSFM's policies.
- Viewing, copying, altering, or deletion of email accounts or files belonging to NSFM or another individual without authorized permission.
- Sharing email account passwords with another person or attempting to obtain another person's email account password.
- Inordinate personal use of NSFM email resources.
- Non-NSFM commercial activity and political campaigning.

6.0 Monitoring and Confidentiality

6.1 The email systems and services used at NSFM are owned by the organization and are therefore its property. Email documents may represent electronic versions of what would otherwise be an NSFM corporate record. All email accounts are to remain intact upon termination or voluntary departure from NSFM.

6.2 In the actioning of FOIPOP legal requirements, NSFM may access employee email records. Users are encouraged not to maintain messages of a personal nature which contain information they would not disclose to others.

6.3 Backup copies of email messages may exist, despite end-user deletion.

6.4 Users should exercise caution when communicating confidential or sensitive information via email. Email messages sent outside of NSFM become the property of the receiver.

6.5 The President's email account will be used accordingly by the NSFM President and transferred to the new NSFM President upon the beginning of the President's term.

7.0 Reporting Misuse

7.1 Any allegations of misuse should be promptly reported to the CEO and Information Technologist.

8.0 Disclaimer

8.1 NSFM assumes no liability for the direct or indirect damages arising from the use of NSFM's email system and services. Users are responsible for the content they disseminate.

9.0 Failure to Comply

9.1 Violations of this policy will be treated in accordance with the misconduct policies of NSFM. Any allegations of misconduct will be investigated. Sanctions for inappropriate use of NSFM's email system may include:

- Temporary or permanent revocation of email access.
- Disciplinary action according to applicable NSFM policies.
- Termination of employment.
- Legal action according to applicable laws and contractual agreements.

10.0 Review of Policy

10.1 This policy shall be evaluated during such time as organizational policies undergo customary review.

11.0 Date of Approval

11.1 This policy was approved on the following date(s):

June 11, 2021