

## **Email Policy Assessment**

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| Y | N | Do you believe that there is an unreasonable amount of work time lost due to non-work related use of e-mail by employees?   |
| Y | N | Are you and/or other employees complaining of receiving excessive “Spam” or non-work related email content?   |
| Y | N | Are you aware of instances of personal and/or confidential information being sent by employees via email in your organization?  |
| Y | N | Are you aware of any emails that have been sent in your organization that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion etc? |
| Y | N | Are emails being sent that are not responded to in a timely manner or at all?   |

If you answered “yes” to at least one of the questions it may be in your organizations best interest to investigate and adopt an email policy.