



HARRIS

HARRIS COMPUTER SYSTEMS

CORPORATE EMAIL POLICY

Corporate Officer: Dwayne Martin, Vice President of CIT

Signature: 

REVISION

Rev	Date	Author	Type	Description	Approval
1.0	05/14/15	Rick Martin	Major	Initial version of policy.	Todd Richardson
1.1	08/18/16	Katie Rose	Minor	Updated format, minor grammatical changes.	Todd Richardson
1.2	10/22/2018	Katie Rose	Minor	Annual Review	Dwayne Martin
1.3	3/25/2020 *2019 review waived as approval for 2018 review cycle completed end of Q1 2019	Katie Rose	Minor	Annual Review	Dwayne Martin
1.4	3/24/2021	Katie Rose	Minor	Annual Review, Added Definitions Document	Dwayne Martin

POLICY

Harris Computer Systems (Harris) maintains standards for the appropriate use of Harris Electronic Mail (email) services, associated responsibilities, and rights of all Users of Harris email and official Harris email accounts. This policy applies to all uses and Users including but not limited to Workforce Members, contractors, subcontractors and vendors who use Harris email services. Any User of Harris email services agrees to all provisions of this policy and to comply with all of the terms and conditions set forth herein, all other applicable Harris policies, regulations, and procedures, and with applicable local, state/provincial, and federal laws and regulations. Users of Harris email services whose actions violate this policy, or any other Harris policy or regulation may be subject to revocation or limitation of email privileges as well as other disciplinary actions or may be referred to appropriate external authorities.

PROCEDURE

1. Access to Email

Harris provides email services for legitimate Harris-related activities to Users including Workforce Members, contractors, subcontractors and vendors who have obtained management approval for access to Harris email. The use of Harris email services is subject to the normal requirements of legal and ethical behavior within Harris.

Access to email services is subject to the use of Harris' email infrastructure for all inbound and outbound email. As such, individual systems outside of Harris email systems will be denied the ability to directly send or receive email. This is a necessity to secure Harris' infrastructure from virus', malware and other internet born threats. Users email accounts are secured with multi-factor authentication.

2. Harris Email Account

Corporate IT is the owner of centralized email and directory information for all of Harris, and provides creation, management and distribution of official Harris email accounts. Workforce Members with access to a Harris-owned computer are required to activate their official Harris email account. Users are expected to read, and are assumed to have received and read, all official Harris email messages sent to their official Harris email account.

3. Acceptable Use

Harris provides email services for activities and associated administrative functions supporting its business goals. Although modest personal use of Harris email services is not prohibited, Harris email services should be used for Harris-related business and administrative purposes. Personal use of Harris email services renders the content part of Harris and therefore content sent in personal emails using Harris email services will be

treated as such. Any use of Harris email services that interferes with Harris activities and functions or does not respect the image and reputation of Harris is prohibited.

Policies and regulations that apply to other forms of communications at Harris also apply to email.

In addition, the following specific actions and uses of Harris email services are prohibited:

1. Concealment or misrepresentation of names or affiliations in email messages.
2. Alteration of source or destination address of email.
3. Use of email for commercial or private business purposes that have not been approved.
4. Use of email for organized political activity or political solicitation.
5. Use of email for religious activity or religious comments.
6. Use of email to harass or threaten other individuals.
7. Use of email that degrades or demeans other individuals.

4. Public Record and Privacy

Any email sent from Users at Harris or residing on Harris email facilities is considered property of Harris. Harris does not monitor the content of electronic mail as a routine procedure. Data Loss Prevention (DLP) mechanisms are used to filter all inbound and outbound email for suspicious content and Sensitive Information that should not be sent in plain text. Harris reserves the right to inspect, copy, store or disclose the contents of electronic mail messages, but will do so only when it is deemed that these actions are appropriate to prevent or correct improper use of Harris email services; ensure compliance with Harris policies, procedures, or regulations; satisfy a legal obligation; or ensure the proper operations of Harris email services or the Harris network. Any Harris employee who believes such actions are necessary must first obtain the written approval of an appropriate administrative authority such as the Information Owner, Legal Counsel or Vice President of IT.

5. Use of Email for Harris Business

The official Harris email account is considered an official means for communicating Harris business, and may in some cases be the sole means of communication. Because the contents of email are subject to laws governing public records, Users must exercise judgment in sending content that may be deemed confidential. Email transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via email unless using an encryption method. Refer to Knowledge Base Article [KBA45](#) for instructions on how to send an encrypted email.

6. Email Retention and Disposal

Email stored on official Harris systems will generally be preserved for no longer than 30 days after deletion by the email User. Log files associated with email messages which provide a record of actual email transactions, but not the email content, are generally

preserved for no longer than 90 days. Email Users storing messages on Harris's servers have the capability to "archive" email items to files. This effectively allows Users to save any email messages for any length of time. These retention and disposal guidelines do not apply to email archives and backups done by individuals. This policy also applies to shared mailboxes.

7. Inactive Email Accounts

Email accounts stored on official Harris systems of terminated employees will remain on the official Harris systems for a period of 2 weeks. After which time the email content will be archived, removed from the system or sent to the employee's manager. Also, accounts that belong to inactive email users will have their email forwarded to the former employee's manager for a period of 2 weeks, after which time the forwarding will be turned off and all new email sent to the former employee will be rejected. Managers that wish to keep forward on beyond 2 weeks will need to contact CIT to request additional forwarding time.

8. Procedure for Reporting Spam

CIT uses a third party filtering service and Office 365 Spam filtering to filter SPAM and potential viruses from incoming email although it may not catch all SPAM. If you receive an email that you feel should have been flagged as SPAM or blocked, please forward that email to SPAM@harriscomputer.com. CIT will process the request to block the SPAM via the filtering service and in Office 365. CIT will not respond to these forwarded items, unless you request feedback on an individual message.

If you suspect issues with an incoming email or with an email you sent that didn't get delivered, please continue to report those issues to CIT via the normal service request process.

Please be sure to exercise caution when deciding to open an incoming email or attachment or clicking a link that appears suspicious. If you are unsure of any message, please contact CIT before opening it. If it appears to be a phishing attempt report it by clicking the Phish Alert button.

9. Mailbox Size Limits

Email accounts stored on official Harris systems are limited 100 GB in total storage space. Online archival space is not limited. Harris permits email attachments up to 35 MB inbound and outbound in size contingent on the recipient's email provider's policies.

DEFINITIONS

See attached policy definitions or [click here](#).

**Harris Computer Systems
Corporate Email Policy**

