Email Policy and Email Use For Fish Stewarding Group and All Divisions

Email Policy and Email Use Definitions:

Anti-Spoofing:
A technique for identifying and dropping units of data, called packets, that have a false source address.

Antivirus:
Software used to prevent, detect, and remove malicious software.

Electronic mail system:
Any computer software application that allows electronic mail to be communicated from one computing system to another.

Electronic mail (e-mail):
Any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic mail system.

Email spoofing:
The forgery of an email header so the message appears to have originated from someone other than the actual source. The goal of email spoofing is to get recipients to open, and possibly even respond to, a solicitation to provide sensitive data or perform an action such as processing a wire transfer.

Inbound filters:
A type of software-based traffic filter allowing only designated traffic to flow towards a network.

Quarantine:
Suspicious email message may be identified by an antivirus filter and isolated from the normal mail inbox.

SPAM:
Unsolicited e-mail, usually from Internet sources. It is often referred to as junk e- mail.

Fish Stewarding Group Email Policy and Email Use Overview

Emails at Fish Stewarding Group must be managed as valuable and mission critical resources. Thus, this policy is established to:

- Create prudent and acceptable practices regarding the use of information resources.
- Educate individuals who may use information resources with respect to their responsibilities associated with such use.
- Establish a schedule for retaining and archiving e-mail.

WEB: FISHSTEWARDING.COM SOCIAL: @FISHSTEWARDING EMAIL: MOREINFO@FISHSTEWARDING.COM PHONE: 325-400-6950
6586 EAST INTERSTATE 20, ABILENE, TEXAS 79601-7640, USA

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These include but are not limited to the primary Fish Stewarding Group email ***@fishstewarding.com*** as well as the email aliases including but not limited to:

@fishstewardinggroup.com
@fsgdevelopment
@fsgliving.com
@fsglivingbuildings.com
@fsglivinghomes.com
@fsglivingpanels.com
@fsg.international
@fsg.properties
@fsgrealtyllc
@fishsalesgroup.com
@stewardingstrategicsolutions
@douglaspfish.com
@thermoplasticmonolithiccomposite.com
@tmcsips.com
@liberatingwater.com

Purpose

The purpose of this policy is to establish rules for the use of a Fish Stewarding Group email for sending, receiving, or storing of electronic mail.

Audience

This policy applies equally to all individuals granted access privileges to any Fish Stewarding Group information resource with the capacity to send, receive, or store electronic mail.

Legal

Individuals involved may be held liable for:
- Sending or forwarding e-mails with any libelous, defamatory, offensive, racist, or obscene remarks
- Sending or forwarding confidential information without permission
- Sending or forwarding copyrighted material without permission
- Knowingly sending or forwarding an attachment that contains a virus

Fish Stewarding Group Email Policy and Email Use Details

<u>Corporate e-mail is not private.</u>
Users expressly waive any right of privacy in anything they create, store, send, or receive on Fish Stewarding Group's computer systems and Google Workspace. Fish Stewarding Group can, but is not obliged to, monitor emails without prior notification.

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All e-mails, files, and documents including personal e-mails, files, and documents are owned by Fish Stewarding Group, may be subject to open records requests, and may be accessed in accordance with this policy.

Incoming email must be treated with the utmost care due to the inherent information security risks. An anti-virus application is used to identify malicious code(s) or files. All email is subjected to inbound filtering of e-mail attachments to scan for viruses, malicious code, or spam. Spam will be quarantined for the user to review for relevancy. Introducing a virus or malicious code to Fish Stewarding Group systems could wreak havoc on the ability to conduct business. If the automatic scanning detects a security risk, IT must be immediately notified.

Anti-spoofing practices have been initiated for detecting spoofed emails. Employees should be diligent in identifying a spoofed email. If email spoofing has occurred, IT must be immediately notified.

Incoming emails are scanned for malicious file attachments. If an attachment is identified as having an extension known to be associated with malware, or prone to abuse by malware or bad actors or otherwise poses heightened risk, the attachment will be removed from the email prior to delivery.

Email rejection is achieved through listing domains and IP addresses associated with malicious actors. Any incoming email originating from a known malicious actor will not be delivered. Any email account misbehaving by sending out spam will be shut down. A review of the account will be performed to determine the cause of the actions.

E-mail is to be used for business purposes and in a manner that is consistent with other forms of professional business communication. All outgoing attachments are automatically scanned for virus and malicious code. The transmission of a harmful attachment can not only cause damage to the recipient's system, but also harm Fish Stewarding Group's reputation.

The following activities are prohibited by policy:

Sending e-mail that may be deemed intimidating, harassing, or offensive.
This includes, but is not limited to: abusive language, sexually explicit remarks or pictures, profanities, defamatory or discriminatory remarks regarding race, creed, color, sex, age, religion, sexual orientation, national origin, or disability.
- Using e-mail for conducting personal business.
- Using e-mail for the purposes of sending SPAM or other unauthorized solicitations.
- Violating copyright laws by illegally distributing protected works.
- Sending e-mail using another person's e-mail account, except when authorized to send messages for another while serving in an administrative support role.
- Creating a false identity to bypass policy.
- Forging or attempting to forge e-mail messages.
- Using unauthorized e-mail software.
- Knowingly disabling the automatic scanning of attachments on any Fish Stewarding Group personal computer.
- Knowingly circumventing e-mail security measures.

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- Sending or forwarding joke e-mails, chain letters, or hoax letters.
- Sending unsolicited messages to large groups, except as required to conduct Fish Stewarding Group business.
- Sending excessively large messages or attachments.
- Knowingly sending or forwarding email with computer viruses.
- Setting up or responding on behalf of Fish Stewarding Group without management approval.

E-mail is not secure. Users must not e-mail passwords, social security numbers, account numbers, pin numbers, dates of birth, mother's maiden name, etc. to parties outside the Fish Stewarding Group network without encrypting the data. All user activity on Fish Stewarding Group information system assets is subject to logging and review. Fish Stewarding Group has software and systems in place to monitor email usage.

E-mail users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of Fish Stewarding Group, unless appropriately authorized (explicitly or implicitly) to do so.

Users must not send, forward, or receive confidential or sensitive Fish Stewarding Group information through non-Fish Stewarding Group email accounts. Examples of non-Fish Stewarding Group e-mail accounts include, but are not limited to, Hotmail, Yahoo mail, AOL mail, and e- mail provided by other Internet Service Providers (ISP). Users with non-Fish Stewarding Group issued mobile devices must adhere to the Personal Device Acceptable Use and Security Policy for sending, forwarding, receiving, or storing confidential or sensitive Fish Stewarding Group information.

Incidental Use

Incidental personal use of sending e-mail is restricted to Fish Stewarding Group approved users; it does not extend to family members or other acquaintances. Without prior management approval, incidental use must not result in direct costs to Fish Stewarding Group. Incidental use must not interfere with the normal performance of an employee's work duties.

No files or documents may be sent or received that may cause legal liability for or embarrassment to Fish Stewarding Group. Storage of personal files and documents within Fish Stewarding Group's IT systems should be nominal.

Email Retention

- Messages are retained for 36 months. Emails older than 36 months are subject to automatic purging.
- Deleted and archived emails are subject to automatic purging.
- Appointments, Tasks, and Notes older than the retention period are subject to automatic purging.

Email Archive

Only the owner of a mailbox and the system administrator has access to the archive. Messages will be deleted from the online archive 36 months from the original send/receive date. By signing on the line below, I acknowledge that I have read, understand and agree to comply with the foregoing Fish Stewarding Group Email Policy.

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I understand that, if I do not comply with the Email Policy, I may be subject to discipline, including loss of access to Fish Stewarding Group's facilities. I may also be subject to legal action for damages or indemnification.

Printed Name: _____ Cell Phone:_____

Personal Email:_____ (For instructions to set up FSG email and for recovery)

Signature:_____ Date:_____

This policy is also available on the Fish Stewarding Group Website at https://fishstewarding.com/email-policy/

Email Signature

Please apply the signature template as follows below. If you need any help with your email, the signature set up or other online questions, please email ADMIN@Fishstewarding.com with your request and or issue.

Name (with or without middle initial)
TITLE
*
Division You are with: IE: Fish Stewarding Group, FSG Development, FSG Living, FSG Living Buildings or a Combination.
*
Em: *YOUR FSG EMAIL*
Cell: *YOUR CELL IF USING PHONE otherwise just office number below.*
Ph: 325-400-6950

Web: https://fishstewarding.com/

FSG Headquarters:
6586 E. Interstate 20
Abilene, Texas, 79601-7640 USA

"Fish Stewarding Group is bearing the weight of messaging, strategy, finance and development."