

Email Policy

This document sets forth the policy of Innovation Transport Services with respect to email. All employees who use the Company's email system are required to comply with this policy statement.

Business Use

The email system is to be used solely for business purposes of the Company and not for personal purposes of the employees.

Ownership

All information and messages that are created, sent, received or stored on the Company's email system is the sole property of the Company.

Email Review

All email is subject to the right of the Company to monitor, access, read, disclose and use such email without prior notice to the originators and recipients of such email. Email may be monitored and read by authorized personnel for the Company for any violations of law, breaches of Company policies, communications harmful to the Company, or for any other reason.

Prohibited Content

Emails may not contain statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.

Security

The email system is only to be used by authorized persons, and an employee must have been issued and email password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from the Company.

No Presumption of Privacy

Email communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.

Certain Prohibited Activities

Employees may not, without the Company's express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through email.

Message Retention and Creation

Employees should be careful in creating email. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, the Company may be required to produce email in litigation.

Viruses

Any files downloaded from email received from non-Company sources must be scanned with the Company's virus detection software. Any viruses, tampering or system problems should be immediately reported to (computer systems administrator)

Consequences of Violations

Violations of this policy or other company policies may result in discipline, suspension and even termination of employment.

Review date: Two years after the date of publishing or where appropriate.