

E-Mail Use Policy

POLICY

- FULL TITLE OF THE POLICY
- SUMMARY OF THE POLICY
- OBJECTIVES OF THE POLICY
- SCOPE OF THE POLICY
 - Persons Affected
 - Activities and Property Involved

- DEFINITIONS OF WORDS AND EXPRESSIONS USED IN THE POLICY
 - Usual Meaning
 - Other Company Documents
 - Specific Definitions

- STATEMENT OF THE POLICY
 - Ownership
 - E-Mail System
 - Information, Messages, Files and Data

 - General Principle of Access
 - General Principle of Use
 - Authorized Use
 - Prohibited Use
 - Outside Use
 - General Principle
 - User's Residence
 - Portable Equipment
 - Equipment Borrowing Form
 - User's Obligations and Responsibilities

 - Personal Use
 - General Principle
 - Exceptions

 - User's Obligations
 - User's Responsibilities
 - Respect for Intellectual Property
 - Confidentiality Obligation
 - Scope of Obligation
 - Legal Proceedings

 - Rights of the Company
 - Release From Liability in Favour of the Company

- SANCTIONS FOR VIOLATING THE POLICY
 - List of Sanctions
 - Preconditions for the Imposition of Sanctions
 - Legal Recourses by the Company
- REQUEST TO DEROGATE FROM POLICY
- POLICY HISTORY
- EVOLUTION OF THE POLICY
 - Implementation
 - Application
 - Follow-Up and Assessment
 - Questions, Comments and Suggestions
 - Interpretation and Review by a Committee
- GENERAL PROVISIONS OF THE POLICY
 - "Force majeure"
 - Severability
 - Headings
 - No Waiver
 - Cumulative Rights
 - Amendment or Cancellation of the Policy
 - Number and Gender
 - Elapsed Time
 - Other Applicable Policies
- EFFECTIVE DATE OF THE POLICY
- TERM OF THE POLICY
- SIGNATURE OF THE COMPANY'S REPRESENTATIVE

UNDERTAKING BY THE EMPLOYEE TO RESPECT THE POLICY

- DECLARATION BY THE EMPLOYEE
- EMPLOYEE'S UNDERTAKINGS
- CONDITION OF EMPLOYMENT
- SIGNATURE OF THE EMPLOYEE