



Procedure:	Volunteer MBC
Section:	
Title:	Use of e-mail and Internet
Date(s) of review & Approval :	21 September, 2015 Volunteer MBC Board 21 September, 2015
Updated Review & Approval Date:	October 19, 2020, Board e-vote

www.volunteermbc.org

Policy:

Staff and volunteers are representing Volunteer MBC when they use the Internet and Volunteer MBC provided e-mail.

Staff and volunteers are obligated to use these tools in an effective, professional, responsible, ethical and legal manner, and only for the benefit of Volunteer MBC.

Any and all external communications must support the mission, vision and values of Volunteer MBC and must remain in compliance with the procedure as outlined below. Contravention of this policy will be subject to disciplinary action up to and including dismissal.

Procedure:

1. The email account shall only be used for the purpose of internal and external communications of all Volunteer MBC matters.
2. Emails shall be checked daily for quick action. An initial response will take place within two business days.
3. The login id/passwords shall not be shared with any party other than you and the Director of Operations. For youth and media volunteers: Login details updates/changes can only be done by staff liaison.
4. You shall always include your name on the signature file when sending or responding to emails. All external emails must include the signature file created by the Manager, Marketing, Communications and Membership
5. Any staff or volunteer who receives prohibited material via the internet/email is obligated to advise their direct supervisor to take necessary action.



VOLUNTEER MBC
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6. You shall do all possible to prevent spam, junk or mass marketing/advertising emails from recording and communicating with this email account.
7. You shall do all possible to prevent viruses entering through this email account.
8. The email account can be used only after you have signed the acceptance of these conditions by signing below.
9. The use of the email account is valid only during your employment with Volunteer MBC.
10. Staff and volunteers are prohibited from using the Internet to download any unlicensed software, related software/APPS or to download any material of a sexually explicit nature, or other inappropriate materials
11. Other prohibited uses include hacking and sending material that is threatening, obscene, hateful or otherwise inappropriate.

For more information, refer to Social Media Policy Section: Prohibited Communications