

ICT E-mail Policy

1. Preamble

The use of e-mail and Internet has become an essential business tool used by the municipality that requires conscientious management by way of reasoned policy approach that balances the innovative and productive use of Internet resources against inappropriate use.

This policy has been developed considering the following prescripts and or acts:

- Promotion of Access to Information Act (Act no 43 of 1996);
- Electronic Communications and Transactions Act (Act no 25 of 2002);
- The Constitution of the Republic of South Africa (Act 108 of 1996)
- The protection of Information Act (Act 84 of 1982)
- The National Archives of South Africa Act (Act 43 of 1996)
- The Municipal Finance Management Act (act 1 of 2002)
- Organizational policies and Procedures (Mohokare Municipality)

2. Scope

This policy is applicable to all employees of the Mohokare Local Municipality, including permanent and temporary employees as well all other stakeholders who make use of the Mohokare Local Municipality ICT network technologies.

3. POLICY STATEMENT

- a) All use of email must be consistent with policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- b) AN email account should be used primarily for business related purposes; personal communication is permitted on a limited basis, but non- related commercial uses are prohibited.
- c) Email should be retained only if it qualifies as a business record. Email is a business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- d) Email that is identified as a business record shall be retained according to Record Retention Schedule.
- e) The email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. **Employees who receive any emails with this content from any employee should report the matter to their supervisor immediately**
- f) Using a reasonable amount of resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a email account is prohibited.
- g) Employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- h)

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4. Policy Violation

Violation of Mohokare Local Municipality Internet Service Policy may result in restriction of access to the Municipality information technology resources.

In addition, disciplinary action, up to and including dismissal, may be applicable under the following Acts, regulations and policy prescripts (this list is by no means exhaustive);

- Public Service Act;
- Public Service Regulations;
- Labour Relations Act;
- Any other relevant act, regulation or policy.

5. Policy Review

This policy shall be reviewed annually.

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