



<b>Policy Name:</b>	<b>GNB Email Request</b>	<b>Date Revised:</b>	<b>9/2017</b>
<b>Purpose:</b>	<b>Requesting Email Access</b>	<b>Board Approval:</b>	<b>9/2017</b>

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All GNB staff will be issued a personal GNB email as this promotes communication within the organization and allows all staff to receive timely correspondence pertinent to organizational policies and procedures.

Emails will be used for organizational issues only and any violation or misuse of will be subject to disciplinary action up to termination.

When an employee departs GNB, their email will be backed up and all content will be retained by GNB for organizational usage.



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## GNB Email Request

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- New Email (For New Hires)      Effective Date of Email: \_\_\_\_\_
- Delete Email (Terminated)      Effective Date: \_\_\_\_\_      Back-up (Yes/No): \_\_\_\_\_
- Replacement Email      Effective Date: \_\_\_\_\_      Reason: \_\_\_\_\_

Authorizing GNB Management Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_      Date of Hire: \_\_\_\_\_

Job Capacity: \_\_\_\_\_      Effective Date: \_\_\_\_\_

Greater New Beginnings Youth Services, Inc. email is to be used for company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. You are also not to conduct personal business using the Company computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails expend company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered [sexual harassment](#) and will be addressed according to our sexual harassment policy. These actions will result in disciplinary action and possible termination.

My signature below acknowledges that I understand the email policy on usage and will comply.

Staff Member Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Staff Member Name (Print): \_\_\_\_\_