

Go-Cort, Inc. Email Policy

Last Update Status: Updated January 2021

1. Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

2. Purpose

The purpose of this email policy is to ensure the proper use of Go-Cort, Inc. (DBA Apptoto) email system and make users aware of what Go-Cort, Inc. deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the company.

3. Scope

This policy covers appropriate use of any email sent from a Go-Cort, Inc. email address and applies to all employees, vendors, and agents operating on behalf of Go-Cort, Inc.

4. Policy

- 4.1. All use of email must be consistent with Go-Cort, Inc. policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 4.2. Go-Cort, Inc. email account should be used primarily for company business-related purposes; personal communication is permitted on a limited basis, but non-company related commercial uses are prohibited.
- 4.3. All Go-Cort, Inc. data contained within an email message or an attachment must be secured according to security policies.
- 4.4. Email should be retained only if it qualifies as a Go-Cort, Inc. business record. Email is a company business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- 4.5. Email that is identified as a Go-Cort, Inc. business record shall be retained according to security policies.
- 4.6. The company 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 Go-Cort, Inc. employee should report the matter to their supervisor immediately.

- 4.7. Users are prohibited from automatically forwarding company email to a third party email system (noted in 4.8 below). Individual messages which are forwarded by the user must not contain Go-Cort, Inc. confidential or above information.
- 4.8. Users are prohibited from using third-party personal email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Go-Cort, Inc. business, to create or memorialize any binding transactions, or to store or retain email on behalf of company. Such communications and transactions should be conducted through proper channels using company-approved documentation.
- 4.9. Using a reasonable amount of Go-Cort, Inc. 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 company email account is prohibited.
- 4.10. Go-Cort, Inc. employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
- 4.11. Go-Cort, Inc. may monitor messages without prior notice. Go-Cort, Inc. is not obliged to monitor email messages.

5. Policy Compliance

- 5.1. Compliance Measurement
Go-Cort, Inc. will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback from employees.
- 5.2. Exceptions
Any exception to the policy must be approved by Go-Cort, Inc. in advance.
- 5.3. Non-Compliance
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Revision History

Date of Change	Responsible	Summary of Change
October 2016	Frank Cort	Adopted and customized to Go-Cort LLC (DBA Apptoto)
January 2021	Frank Cort	Customized to Go-Cort, Inc. (DBA Apptoto)