



# Email Policy

## Section 1 - Purpose and Objectives

(1) The purpose of this document is to set out the administrative and use requirements for the organisations email system. This includes regulations for managing breaches and disciplinary actions. The Director People (Director P) will do everything for this document. Documents should be sent to the Office of the Deputy Vice-Chancellor Education (ODVCE) for approval.

## Section 2 - Scope

(2) Indicate what areas of the organisation and what groups of people this document applies to.

## Section 3 - Policy/Standing Order

(3) If this is a policy, delete standing order from the heading, or vice versa.

(4) What fits here.

## Section 4 - Procedure

(5) What fits here.

## Section 5 - Guidelines

(6) What fits here.

## Status and Details

|                              |                                                                                |
|------------------------------|--------------------------------------------------------------------------------|
| <b>Status</b>                | Current                                                                        |
| <b>Effective Date</b>        | 22nd November 2022                                                             |
| <b>Review Date</b>           | 22nd November 2023                                                             |
| <b>Approval Authority</b>    | Deputy Vice-Chancellor Academic                                                |
| <b>Approval Date</b>         | 22nd November 2022                                                             |
| <b>Expiry Date</b>           | Not Applicable                                                                 |
| <b>Responsible Executive</b> | Fred Flinstone<br>Deputy Vice-Chancellor Education                             |
| <b>Unit Head</b>             | Barney Rubble<br>Chief Executive Officer                                       |
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