Email Policy

The computer and networking resources are the property of Link3 Technologies Ltd.. The purpose of this policy is to facilitate prompt network account creation, deletion, and modification while maintaining the integrity of the data and network.

# Scope

Every staff will be allocated an account to access network resources. This account is for the exclusive use of the user who is assigned the account and password. Lending of an account to another person is not permitted, and is considered to be a violation of policy and may result in disciplinary action.

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| People Eligible for Network and email accounts |
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| Full-time Staff |
| Temporary Staff |
| Contract Employees |

# Policy

* 1. **General Guidelines**
* In order to access the “Hawknet” network, email, portals (//L3WEB), and wireless, all employees must have a network and email account.
* Usernames are generated by IT/NOC when an employee is entered into the system, provisioned by the owner of the email servers. It is the responsibility of an employee’s supervisor to request that the network account is activated and an email account is created. The form must be filled out and emailed from a link3.net email account, as an attachment, to Network Security Team. Submission of this document will only be accepted in electronic format. Paper forms will not be accepted.
* To access the network and email, each person must logon with their account credentials. Staff will have network and email accounts in the Link3 Domain. Generic accounts are not permitted.
* Users must not give anyone their password or logon to allow another user to access the network. Follow password management policy that is already in force.
* Passwords must be changed at first login and expire every 60 days.

* 1. **New/Temporary Employees**

Network and email accounts cannot be created until HR has all the necessary paperwork for the new employee and has completed the data entry for that person. At this time, most paperwork is not completed until the new employee has attended orientation.

* If an employee is hired on a temporary basis, the end date must be included on the request form. At the end of that day, the employee will no longer have access to the network or email.
* A new form must be completed if the contract is extended, if they leave prior to the end of the contract, or they become a permanent employee.
* If a temporary assistant or intern needs a network account to access a Link3’s network resources, a Request to Add form must be completed and emailed to network security team.
* When an assistant/intern is no longer employed by Link3, a form must be completed by the supervisor and emailed to network security team to deactivate that account accordingly.
* Third Party Contractors must have a Link3 employee, sponsoring their network account request. This provides an internal Point of Contact (POC) for IT when resolving issues with these types of accounts. To establish an account for Contractors, the following Third Party Access forms must be requested from Network Security Team.
* If an employee is changing positions within the organization, a change form must be completed by the new supervisor and emailed to Network Security Team.
* Before anyone can request a name change for network/email, HR must complete the paperwork and have the new data entered into their system. Once the changes have been made, the user should complete the Request Form as an Account Modification and email it to Network Security.
* In order to make sure only authorized employees access the network, a form must be completed by the supervisor or designee and emailed to Network Security when employee resigns or is terminated.
* Interns email address be provided with an [a-username@lkink3.net](mailto:a-username@lkink3.net) format so that it’s understood of the temporary email requirements and assign proper closing time. Time extension of the account should be notified to the respected team.
* Temporary user’s email address be provided with a [t-username@lkink3.net](mailto:t-username@lkink3.net) format so that it’s understood of the temporary email requirements and assign proper closing time. Time extension of the account should be notified to the respected team.
* Contractual user’s email address be provided with a [c-username@lkink3.net](mailto:t-username@lkink3.net) format so that it’s understood of the temporary email requirements and assign proper closing time. Time extension of the account should be notified to the respected team.

# Enforcement

Any Staff member found to have violated this policy may be subject to disciplinary action, up to and including termination.

# Distribution

This policy is to be distributed to all Staff with access to Company’s Information Resources.