

Culture&

Email and Internet Usage Policy

The following policy is designed to keep you and our charity safe from threats on the internet or via email.

- Email and website use will be subject to monitoring, which could occur at any time.
- You may not download pornographic, sexual, or questionable content, nor may you send such material by email or other social media.
- Do not disparage Culture&, supervisors, or co-workers, but you must promote the charity in a professional manner.
- Culture& may encrypt certain material to protect security, as further explained by the employer or IT department.
- You may not send emails or post on social media in a way that discriminates or ridicules anyone in any manner, including using language or other content that disparages groups based on age, race, colour, religion, gender, sexual orientation, national origin, disability, weight, physical appearance, or other protected group.
- It is not acceptable to harass, threaten, sexually harass, or send offensive, vulgar, or obscene material on Culture& computers, or on any computer when engaged in Culture& business.
- You are not allowed to use Culture& computers for playing video or other games.
- Emails and website use should not communicate Culture& confidential and privileged information to anyone unless authorised to do so.
- Do not send emails to hundreds of addresses at once, which constitutes spam.
- You may not receive email or newsletters from private companies for personal use, personal causes, or purchases unrelated to Culture& business.
- Do not download software, including music, without consulting the supervisor or IT department, so that spyware and viruses aren't transferred to the computer or network.
- Culture& staff may not commit piracy, violate copyrights, discuss religion or politics, commit defamation, or use the internet for any unlawful purposes.
- You should not transmit chain letters, hate or incendiary mail, videos, or memes.
- You may be denied access to Culture& computers, and may be subject to disciplinary action or dismissal, if you do any of the above.
- Culture& computers, and any communication on Culture& business, may not be used to harass or make threats, nor be offensive or disruptive in nature.
- You may not use offensive language or images related to race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin, or disability.

Cultural Co-operation trading as **Culture&**

Company Registered in England and Wales: 2228599. Registered Charity: 801111.

Registered address: Suite 70, 101 Clerkenwell Road, London EC1R 5BX

Further tips:

- Don't open email attachments from unknown sources, and only open attachments from known sources after confirming the sender.
- Never click on links in emails.
- Don't respond to requests for personal or sensitive information via email, even if the request appears to be from a trusted source.
- Verify the authenticity of requests from companies or individuals by contacting them directly.
- Encrypt any proprietary or sensitive information sent via email.
- View this resource on [how to spot phishing emails](#).

Updated: September 2023