



The Colombo Fort Land And Building PLC

E-mail Usage Policy

Purpose

The purpose of this policy is to ensure the proper use of Colombo Fort Land and Building PLC email system, and make users aware of what the company deems acceptable and unacceptable use of its email system. The Email facility is a business communication tool and users are required to use this tool in a responsible, effective and lawful manner.

E-mail Address Naming Convention

There are two parts to an E-mail address: local and domain. This standard defines the local-part of an E-mail address located to the left of the @ sign and the domain-part of an email address located to the right of the @ sign.

*All departments and business units of CFLB group shall use the following naming conventions to form the local-part of an E-mail address **(initially to apply with users who are willing to use CFLB.BIZ domain)**.*

- Employee's preferred first name and surname shall use with a period in between.
- Where more than one user has the same name, subsequent user to use middle name or to use one initial with the surname with a period in between.
- Do not use upper case letters, hyphens, underscore and designations to form the local-part of an e-mail address
- Do not use numbers or any other special characters in an individual's email address.
- Exceptions to grant only for distribution lists used for marketing purpose with a prior approval from respective division head.

All departments and business units of CFLB group shall use the following naming conventions to form the domain-part of an E-mail address.

- Board of directors, their secretaries and senior managers (immediate next level) shall use CFLB.BIZ as the mail domain.
Example: firstname.lastname@CFLB.biz
- All others shall use department name or abbreviation / business name or abbreviation with a period before the root domain (CFLB.BIZ)

Example: @HR.cflb.biz / @CMH.cflb.biz (C M Holdings PLC) / @CARPLAN.cflb.biz

Legal Issues

It is important that users are aware of the legal risks of an e-mail:

- If you originate emails with any libelous, defamatory, racist or obscene remarks and or content, you and respective business unit can be held liable.
- If you forward emails (originated by another) with any libelous, defamatory, racist or obscene remarks, you and respective business unit can be held liable.
- If you unlawfully (i.e. without the consent of the party disclosing the information to you) forward confidential information, you and respective business unit can be held liable.
- If you unlawfully forward or copy messages without permission, you and respective business unit can be held liable for copyright infringement even though the copyright so infringed is not of the party who sent you the email.
- If you send an attachment that contains a virus, worms, Trojans or hoaxes you and respective business unit can be held liable.

Disclaimer

The disclaimer should carry the following meaning and be automatically added to any E-mail sent to external parties.

“Email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.”

Unacceptable Use

It is strictly prohibited to originate or forward emails containing libelous, defamatory, racist, religious, or obscene remarks.

- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited email messages.
- Do not distribute pornographic or obscene material through e-mail either internally or externally.
- Do not forge or attempt to forge email messages.
- Do not share user name and password with others
- Do not send email messages using another person’s email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.

- Do not use e-mail for communications of a sensitive nature.
- Do not send emails with large attachments. The maximum size of an email that could be sent and receive through corporate systems is limited to 8 MB. Any exceptions to email size should be authorized by Business Heads based on exceptional business requirements.
- Do not send emails with Music /sound, Executables, Compressed Files, and Multimedia as attachments.
- Number of external recipients should not exceed 50 per Email.

All messages distributed via the Company's email system, even personal emails, are CFLB property.

Usage Monitoring

Your email usage may be monitored without prior notification and monthly reports will be submitted if required. This includes:

- Number of emails sent and received.
- Number of bytes transferred and received

Above message statistics provides summary information on the distribution of message sizes created and received by individual users. These statistics will be used in assessing the appropriateness of end user email habits providing opportunities to educate users on sending smaller links for compressing files in advance of email.

Sent Distribution

The Sent Distribution report provides a breakdown of the distribution of message sizes sent across the corporate mail server and summarizes this information at the corporate level. This report answers the question, "On average, what size messages do users send?"

Received Distribution

The Received Distribution report provides a breakdown of the distribution of message sizes received across the corporate mail server and summarizes this information at the corporate level. This report answers the question "On average, what size messages do users receive?"