

	Approved by: Academic Coordinating Committee
	Authorizer: Manager, Corporate Communications
	Effective Date: September 1, 2010
Policy Title: <b>E-mail, Voice Mail and Corporate Calendar Policy</b>	

**Policy Statement:**

Conestoga is committed to providing excellent service to its many and diverse clients, including current and prospective students, parents, alumni, employers, Conestoga employees and others. E-mail, voice mail, and the corporate calendar are critical components of our communication system.

**Policy Elaboration:**

To ensure quality and consistency in the delivery of service to clients, all Conestoga employees must follow established guidelines (see *E-mail, Voice Mail and Corporate Calendar Guidelines*) for the use of e-mail and the Conestoga calendar tool. All full-time employees must follow the guidelines for voice mail use. Part-time employees with voicemail boxes are also subject to the voicemail guidelines.

This policy will be included in the orientation of new employees and also in Conestoga's Faculty and Staff Handbooks.

**Scope:**

This policy pertains to the use of e-mail, voice mail and the corporate calendar tool by all Conestoga employees.

**References:**

E-mail, Voice Mail and Corporate Calendar Guidelines

**Revision Log:**

Revision Date	Summary of Changes
July 14, 2010	Policies and Procedures Committee - Approved
Aug 4, 2010	Academic Coordinating Committee - Approved