

The purpose of this policy is to ensure the proper use of MFA's email system and make users aware of what MFA deems as acceptable and unacceptable use of its email system. The MFA reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

1. LEGAL RISKS

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and MFA can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and MFA can be held liable.
- If you unlawfully forward confidential information, you and MFA can be held liable.
- If you unlawfully forward or copy messages without permission, you and MFA can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and MFA can be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, the user will be fully liable and MFA will disassociate itself from the user as far as legally possible.

2. LEGAL REQUIREMENTS

The following rules are required by law and are to be strictly adhered to:

- **It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor.**
- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- 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.

3. BEST PRACTICES

MFA considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Therefore MFA wishes users to adhere to the following guidelines:

- **Writing emails:**
 - Write well-structured emails and use short, descriptive subjects.
 - MFA's email style is informal. This means that sentences can be short and to the point. You can start your e-mail with 'Hi', or 'Dear', and the name of the person. Messages can be ended with 'Best Regards'. The use of Internet abbreviations and characters such as smiley's however, is not encouraged.
 - Signatures must include the sender's name, title, company, street address, phone and fax numbers, e-mail address/hyperlink, Web address/hyperlink, etc. If the reader wants to contact the writer in any way other than return e-mail, all the necessary contact information is at hand. A disclaimer will be added underneath your signature (see Disclaimer)
 - Use the spell checker before you send out an email.
 - Do not send unnecessary attachments. Compress larger attachments before sending them.
 - Do not write emails in capitals.
 - Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
 - If you forward mails, state clearly what action you expect the recipient to take.

- Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using encryption.
- Only mark emails as important if they really are important.
- Send e-mail only to readers with a legitimate need for your information. Mail to your group list only when it is appropriate for everyone on the list to receive the message.
- If you receive someone else's e-mail by mistake, don't trash it. Hit "reply" to redirect it back to the sender, along with a brief note about the mix-up.
- Consider e-mail's limitations! E-mail may be the best way to deliver news fast, but it's not necessarily the best route to a quick reply. Unless the recipient's company policy requires employees to download and respond to e-mail regularly, your reader is under no obligation to read or reply to incoming messages. For an immediate response to a pressing issue, don't rely on e-mail.
- **Replying to emails:**
 - Never Reply to Spam. If you are on the receiving end of spam, do not reply to the "unsubscribe" option. Your reply merely confirms your e-mail address and encourages the sender to sell your address to other spammers.
- **Newsgroups/Forums:**
 - Users need to request permission from their supervisor before subscribing to a newsletter or news group with your business email address.
 - Don't Post Your Business E-Mail Address on a Personal Website. Computerized 'spambots' automatically and continuously search the Web for e-mail addresses.
 - Do not post comments or upload videos, files to social networking or video sites (Facebook, MySpace, YouTube, etc.). Social networking and video sites increase the risk of confidentiality breaches and information leaks when employees and ex-employees disclose proprietary or private matters in words, pictures, and videos.
- **Maintenance:**
 - Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

4. PERSONAL USE

Although MFA's email system is meant for business use, MFA allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work.
- Personal emails must also adhere to the guidelines in this policy.
- Personal emails are kept in a separate folder, e.g. named 'Private'. The emails in this folder must be deleted weekly so as not to clog up the system.
- The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- Do not send mass mailings.
- All messages distributed via the company's email system, even personal emails, are MFA's property.

5. DISCLAIMER

The following disclaimer will be added to each outgoing email:

ANUNȚ PRIVIND CONFIDENȚIALITATEA: Prezentul e-mail (inclusiv orice atașament) este confidențial și este proprietatea Ministerului Afacerilor Externe. El este destinat numai persoanelor sau entităților menționate ca destinatari. Dacă nu sunteți destinatarul vizat, vă aducem la cunoștință că dezvăluirea, copierea, distribuirea, sau inițierea unor acțiuni pe baza conținutului acestui e-mail sunt strict interzise și atrag răspunderea juridică. Dacă ați primit acest e-mail dintr-o eroare, vă rugăm să ne anunțați imediat prin e-mail la adresa abuse@mae.ro și să distrugeți toate copiile mesajului original. Vă mulțumim!

CONFIDENTIALITY NOTICE: This e-mail (including any attachments) is confidential and it is property of the Ministry of Foreign Affairs of Romania. It is intended only for the use of the individual(s) or entity(ies) designated as recipient (s). If you are not an intended recipient of the e-mail, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of this e-mail is strictly prohibited and determine legal responsibility. If you have received this email in error, please notify us immediately by email to abuse@mae.ro and destroy all copies of the original message. Thank you.

6. EMAIL ACCOUNTS

All email accounts maintained on our email systems are property of MFA. Passwords should not be given to other people and should be changed every 45 days. Email accounts not used for 60 days will be deactivated and possibly deleted.

7. QUESTIONS

If you have any questions or comments about this Email Policy, please contact abuse@mae.ro. If you do not have any questions MFA presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

8. DECLARATION

I have read, understand and acknowledge receipt of the Email policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.