



TEAM MEMBER GUIDE

603 PROFESSIONAL E-MAIL ETIQUETTE

All individuals should be treated with courtesy and respect at all times. Team Members must refrain from any e-mail correspondence with content that could be viewed as discriminatory, harassing, and/or threatening. Team Members must also refrain from any e-mail correspondence with content that may violate Federal or Provincial laws. Team Members who fail to adhere to the Company policy shall be subject to disciplinary action up to and including termination of employment for cause.

Due to the risk of important e-mail correspondence becoming illegible and/or taking on an appearance that is unprofessional, the use of e-mail backgrounds (stationery) is not permitted. A white, standard background is mandatory.