Best Practice Category:	**Jobsite** *Category the document will be located on the Intranet under Best Practices*	**Document #:**	**BP001Jobsite** BP + Sequential Number = Category
Document Title:	**Email Best Practices**		
Owner:	**Jason Davis** *BUL of Originating Business Unit*	**Effective Date:**	**01/01/08**
		Revision #:	**0**

Business Unit Designation:

☑ BU 01 - Infrastructure	☑ BU 02 - BR Civil	☑ BU 04 - Houston Civil	☑ BU 15 - Deep Foundations
☑ BU 23 - Marine	☑ BU 29 - BR Mechanical	☑ BU 30 - Houston Mechanical	☑ Pipe Fab Facility
☑ Form Fab Facility	☑ Westport Operations	☑ Cajun Office Facilities	

A check next to a Business Unit indicates this best practice is required by that business unit and therefore is a mandatory Standard Operating Procedure (SOP) for that business unit.

PURPOSE:

Cajun Industries, LLC and its subsidiaries ("Cajun") provide certain of our employees with an email account accessible through an office or a home computer or via a Blackberry device. Because our email system (the "System") is an expensive and valuable resource designed to enhance job productivity, we provide this statement of Best Practices so that you will understand how our System is maintained and your responsibilities with respect to the System.

PROCESS:

1. **Do Not Expect Privacy.** We may access, read, monitor, intercept, copy and delete your communications if we deem it appropriate; however, we expect we would do so only when there is a legitimate business reason. By way of example, we might do so if we suspect any violation of law, breach of security, or violation of our policies. Further, we may disclose your communications to third parties if we deem it appropriate. Thus, you should not expect privacy in your System account or any communications on the System.

2. **Emails Can Live Forever.** Simply deleting an email message from your account does not destroy the message. The message could remain on our email server in fractional form, and we often make back-up copies of our email servers that we store for short periods to assure system integrity and reliability. Even after we erase the back-up copies, a skilled technician who is legally permitted to tear down our system may be able to restore the erased message, although not without great expense and inconvenience to us. Further, in the case of emails sent over the Internet, copies of the email could persist on the recipient's system (or any person who receives a forwarded copy from this person) indefinitely. Thus, you should only send emails that you are willing to have live forever.

3. **Email Is Not A Substitute For A Job File.** Cajun does not maintain central or distributed electronic mail archives of all electronic mail sent or received. Electronic mail is normally backed up only to assure system integrity and reliability, not to provide for future retrieval, although backups may at times serve the latter purpose incidentally. If you use email to create an important business record, or receive an email which is an important business record, print a copy of the communication and file it in the Job File or other appropriate location.

4. **You Cannot Control Your Email Once It Is Sent.** Once you send an email, you have no ability to control who sees it. Emails sent over the Internet cannot be retrieved. Further, emails are often forwarded to people you did not anticipate would receive it. Also, we may be required in future litigation to produce copies of your emails in a court proceeding, and we may do so without notifying you or asking your permission. In short, you should always write emails assuming that *everyone*, including the person you *least* want to read your email, will see it.

5. **An Email Is A Business Communication.** Emails are the equivalent of letters sent on company letterhead.
   - Every time you send an email that contains our domain name or transmit files using our System, third parties might interpret these communications as official corporate communications or legally-binding statements of Cajun, its management, or its owner. Therefore, at minimum you should not use the System to make any statements or take any action which might be interpreted as a corporate commitment, announcement, press release, or a publicity statement, without obtaining management approval.
   - Always compose professional messages. It's easy to convey the impression that you are unprofessional or careless if you don't follow basic principles of good business writing, including checking for grammatical errors, punctuation mistakes, and typos. Do not engage in heated email exchanges. Do not write in all capital letters.
   - Respond to all email in a timely fashion.
   - Before you forward an email, make sure that all recipients need to receive the message. In addition, be careful when forwarding sensitive or confidential information. Never forward confidential or proprietary information to external audiences or to unauthorized recipients – Cajun could be held liable for your actions.
   - Do not use another person's email account.
   - Do not copy or forward another person's message without permission – Cajun could be deemed to have infringed a copyright.

6. **Help Maintain Security.** Our System is not perfectly secure. To assist us in maintaining System security, do not share your System passwords with anyone else (including other company employees). You may not gain access to other System accounts without management authorization. Also, Cajun reserves the right to override your password for legitimate business reasons.

7. **Certain Uses Are Prohibited.** The System is our valuable business asset, and therefore we do not permit you to use the System for your personal activities. An incidental amount of non-business use may be tolerated, at management's discretion. You may not use our System to send, receive, store, or display communications or files that: (a) infringe any third party intellectual property or publicity/privacy right; (b) violate any law or regulation; (c) are defamatory, threatening, insulting, abusive, or violent; (d) might be construed as harassing, derogatory, disparaging, biased, or discriminatory based on a person's age, sex, race, sexual orientation, religion, disability, national origin, or any other protected classification; (e) are obscene, pornographic, harmful to minors, child pornographic, profane, or vulgar; (f) contain any viruses or other computer programming routines that are intended to damage, detrimentally interfere with, intercept, or expropriate any system, data, or personal information; or (g) are solicitations or advertisements for commercial ventures, religious, or political causes, outside organizations or other non-job related activities. Under no circumstances may you use our System to gain unauthorized access to third party resources.

Your failure to comply with this Policy could lead to disciplinary action, which could include termination of your employment.

Approvals		
Title	***Signature***	***Date***

Revision History				
Rev #	***Date***	***Reason for Changes***	***Originator***	***Effective Date***

Note: SOP Requirement

Work must be performed in accordance with the information in this Best Practice. If it is determined, that work cannot be done as required in the document or that it presents additional risk, you must obtain authorization for variance from the Business Unit Sr. Construction Manager and Business Unit Manager of Safety.