

BRUCE Adams - Handbook Revision - Section 10 - Nov 12, 2009

From: BRUCE Adams
To: *
Date: Thursday, November 12, 2009 10:10 AM
Subject: Handbook Revision - Section 10 - Nov 12, 2009

Please post for all employees.

The following revision has been made to the Employee Handbook Section 10-01 (3) c.

Changes have been made to the Change Log on the Employee Net and a paper copy of the revision is being sent to each Department Head to be included in their department's hard copy of the handbook.

Thanks
- Bruce A.

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Revision Date: November 12, 2009
Section Revised: 10-01 (3) c.

Previous:

When inappropriate e-mails are received by accident or without prior knowledge, employees should immediately reply to the sending party and request that the sending party stop sending these types of e-mails and that they not be forwarded to them in the future.

New:

Where it is appropriate to respond, when inappropriate e-mails are received by accident or without prior knowledge, employees should immediately reply to the sending party and request that the sending party stop sending these types of e-mails and that they not be forwarded to them in the future.

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