

## Acceptable Use Policy

**The company will not tolerate the use of our systems for any of the following (although this list is by no means exhaustive):**

- Anything that contravenes UK law.  
Anything that is defamatory, offensive, abusive, or of an obscene or menacing character.
- Using images etc without the correct copyrights, trademarks and patents procedures in place.
- Deliberately intending to annoy/disrupt another user.
- Anything that violates or infringes any rights of any third party or infringes their rights
- Sending malicious or virus contaminated e-mails or attachments
- Anything that causes anxiety to a third party
- Sending fake virus warnings
- Sending e-mails that may cause fear, concern or confusion.
- Sending or downloading illegal material including pornography and trade secrets.
- **Make money quick schemes:**  
Email messages that "guarantee immediate, incredible profits!" including such schemes as chain letters.
- **Pyramid selling:**  
Pyramid selling concentrates on the quick profits you can make by recruiting other people to give you money. Similar to a chain letter with cash carried out via email.
- **Chain letters:**  
A letter sent via e-mail that explicitly directs the recipient to distribute copies of itself. Some modification of the letter may be requested before making copies, often the updating of a list of senders.
- **Multi level marketing schemes:**  
Email messages that "guarantee incredible profits!" right after you send them an "initial investment" and recruit others.
- **Unsolicited bulk mail /SPAM:**  
Email messages which are sent to a large number of addresses at once despite recipients not specifically asking to receive it. Spam is generally e-mail advertising for some product sent to a [mailing list](#) or [newsgroup](#)
- **Un-requested binary messages and postings:**  
Binary messages and postings are large email files including programs which are sent without recipients consent. Such files not only take a long time to download but also take up a large amount of space. Since the majority of e-mail users are not able to select messages based on size, binary messages sent via e-mail result in a significant waste of resources for the users concerned.
- **Forged headers and / or addresses:**  
Email which is sent implying that the sender can be contacted at an address which is not controlled directly by the sender.

- **Mail bombing:**

The sending of enough email to a mail box to overload it or perhaps even overload the system that the mail box is hosted on. A mailbox might be targeted to receive hundreds or thousands of messages; this makes it difficult or impossible for the victim to use their own mailbox, possibly subjects them to additional charges for storage space, and might cause them to miss messages entirely due to overflow.

- **Denial of service attacks:**

A "denial-of-service" attack is characterized by an explicit attempt by attackers to prevent legitimate users of a service from using that service. Examples include

- attempts to "flood" a network, thereby preventing legitimate network traffic
- attempts to disrupt connections between two machines, thereby preventing access to a service
- attempts to prevent a particular individual from accessing a service
- attempts to disrupt service to a specific system or person

- **Un-authorized use of an SMTP Relay:**

SMTP relay is a service provided by most modern servers. When you send email to someone that is not on the same network as you are, somebody will need to deliver that email. This includes retrying in case the connection on the other party is slow and in some cases sending bounce back messages, informing you that this recipient cannot be reached. Such an act should not be carried out without prior consent.

