

**POLICY ON USE OF THE
UNIVERSITY MAIL SYSTEM**

- Private mail should not be addressed to any of the University's official mail addresses. The University reserves the right to return mail that is of an obvious private nature to the sender.
- The internal mail service of the University is not to be used to forward private mail unless a non University stamped envelope is used. Periodic audits are conducted of all outgoing official mail and where private mail is detected the item will be returned to the sender and an explanation sought.
- All staff and students are requested to make appropriate arrangements for their private mail independently from the University's mail services.
- Misuse of the University mail system may constitute misconduct or serious misconduct under the employment conditions of the University, and as such may lead to disciplinary action.