

# Email Policy

**MAY 2017**

E-mails are intended solely for the addressee.

If you are not the addressee please do not read, print, re-transmit, store or act in reliance on it or any attachments. Instead, please email it back to the sender and then immediately permanently delete it.

Unless otherwise expressly agreed by the sender of the email, the communication may contain privileged or confidential information which is exempt from disclosure under English law and this information may not be used or disclosed except for the purpose for which it has been sent.

Any views expressed by the sender of the email are not necessarily those of Medhurst Communications Limited (MCL). MCL employees are expressly requested, amongst other things, not to make any defamatory, threatening or obscene statements and not to infringe any legal right (including any infringement of copyright) by email communication.

Any such communication is contrary to MCL's acceptable use policy and outside the scope of the employment of the individual concerned.

MCL will not accept any liability in respect of such a communication, and the employee responsible will be personally liable for any damages or other liabilities arising.