Email Account Issuance and Revocation

Adopted October 11, 2026

1. Purpose & Scope

This policy governs the issuance, usage, suspension, and revocation of lifering.org email addresses. It applies to all account holders, including Board members, coordinators, regional representatives, convenors, committee members, and staff.

2. Issuing Authority & Mandatory Accounts

A lifering.org address may only be approved by an authorized Issuing Authority: Executive Director, Operations Manager, Regional Reps, Regional Rep Coordinator, Online/In-Person Meeting Coordinators, or Committee Chairs.

- **Mandatory Accounts:** Board members and key operational roles must maintain an active lifering.org account as a condition of service.
- **Resource Access:** Access to certain shared drives, documents, and system communications may require an active lifering.org account.

3. Eligibility & Good Standing

Email access is a privilege, not a right. Accounts remain contingent on the holder maintaining good standing in their role. An email address does not constitute an official endorsement of a holder's conduct.

- **External Entity Actions:** Disciplinary action by a chartered entity (e.g., LifeRing Canada) may prompt LifeRing to review an account. However, external decisions are not sole grounds for revocation; all final decisions depend on LifeRing's independent review.

4. Review Process & Due Process

Reviews may be initiated by formal complaints or conduct concerns. The Issuing Authority (or Executive Director) oversees the process:

- **Notice & Response:** Account holders will receive written notice of allegations and have five (5) business days to respond before permanent action is taken.

- **Interim Suspension:** Access may be temporarily suspended during a review to protect organizational security or operations.

- **Grievances:** This policy strictly governs email access. General standing disputes follow LifeRing's Grievance Policy.

5. Outcome & Appeals

The reviewing authority will document whether an account is restored, kept on temporary suspension, or permanently revoked.

- **Appeals:** Account holders may appeal permanent revocations or suspensions exceeding 30 days to the Executive Director (or Board Chair) within ten (10) business days. Appeals are strictly limited to email access, and decisions are final.

6. Usage Rules & Ownership

Accounts represent LifeRing publicly and must be used professionally.

- **Ownership & Privacy:** Accounts and data are sole LifeRing property. Users have no expectation of privacy; LifeRing reserves the right to audit or archive account activity.

- **Profile Pictures & Signatures:** Must remain professional and neutral. Signatures must reflect actual titles and avoid political/religious content, commercial promotion, or personal business links.

    - **Permitted Links:** Links explaining personal pronouns (e.g., "what's this?" explanatory links) and links to third-party, non-commercial recovery resources are explicitly permitted, provided they present no conflict of interest or personal commercial gain

- **Voluntary Deletion:** Non-mandatory account holders may request deletion via Operations. Mandatory roles cannot delete accounts while active in service; requests will be escalated to the Board Chair or ED.

- **Enforcement:** Violations of usage rules may trigger account review, suspension, or permanent revocation.