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www.kadant.com

POLICIES & PROCEDURES

TITLE: Email Signature Standard

EFFECTIVE: January 1, 2017

REPLACES: Email Signature Standard (January 27, 2013)

Kadant has adopted a common format for all e-mail addresses (first.last@kadant.com). To further enhance our image as a global company, we also use a consistent e-mail signature worldwide. An e-mail signature gives the e-mail recipient your contact information and at the same time promotes the kadant.com Web site.

A standard format for the e-mail signature has been created and approved for our use. Instructions on how to update your e-mail signature are included at the end of this memo.

Kadant e-mail signature format:
Name
Title
Legal Company Name
Address
City, Province, Country
Tel: +xx xxx-xxx-xxx
Email: first.last@kadant.com
Web: www.kadant.com

NOTE 1: We do NOT include the Kadant logo in our e-mail signature. There are several reasons for this: (1) Not all e-mail clients can read HTML, (2) it adds unnecessary size to your e-mail, and (3) some e-mail clients may consider the image a virus risk.

NOTE 2: We do NOT add colors, bold face type, italicize or otherwise stylize the signature. The e-mail signature is not an expression of individuality. Rather, it is used to reinforce our global image, inform the recipient how to contact you, and direct the recipient to the Web site.

E-mail signature example:
Jonathan W. Painter
President and Chief Executive Officer
Kadant Inc.
One Technology Park Drive
Westford, MA 01886 USA
Tel: +1 978-776-2038
Email: jon.painter@kadant.com
Web: www.kadant.com
Legal Disclaimer (optional)

The inclusion of a legal disclaimer as part of an e-mail signature is a good business practice, and one that is used by many organizations. Kadant has created a standard e-mail legal disclaimer to be included in the e-mail signature. This disclaimer is not mandatory for internal e-mail messages, but is strongly recommended for e-mail messages sent external to our organization. When a legal disclaimer is included, it must be the Kadant-issued disclaimer.

The following statement is the approved Kadant e-mail legal disclaimer:

This communication is for use by the intended recipient only and contains information that may be confidential, proprietary or legally privileged. If you are not an intended recipient, you may not use, read, retransmit, disseminate or take any action in reliance upon it. Please notify the sender by return e-mail that you have received it in error and immediately delete the entire communication, including any attachments. Please send us by fax any message containing deadlines as incoming e-mail communications are not screened for response deadlines. In addition, this e-mail does not constitute a contract offer, a contract amendment or an acceptance of a contract offer, which must be in writing and signed on behalf of the Company. We do not encrypt and cannot ensure the confidentiality or integrity of e-mail communications. This e-mail does not constitute a consent to the use of the sender’s contact information for direct marketing purposes or for transfers of data to third parties.

E-mail signature and legal disclaimer example:

Name
Title
Legal Company Name
Address
City, Province, Country
Tel: +xx xxx-xxx-xxx
Email: first.last@kadant.com
Web: www.kadant.com

This communication is for use by the intended recipient only and contains information that may be confidential, proprietary or legally privileged. If you are not an intended recipient, you may not use, read, retransmit, disseminate or take any action in reliance upon it. Please notify the sender by return e-mail that you have received it in error and immediately delete the entire communication, including any attachments. Please send us by fax any message containing deadlines as incoming e-mail communications are not screened for response deadlines. In addition, this e-mail does not constitute a contract offer, a contract amendment or an acceptance of a contract offer, which must be in writing and signed on behalf of the Company. We do not encrypt and cannot ensure the confidentiality or integrity of e-mail communications. This e-mail does not constitute a consent to the use of the sender’s contact information for direct marketing purposes or for transfers of data to third parties.
Instructions for updating your e-mail signature in Outlook 2016:

1. Copy (use CTRL-C or Edit, Copy) the Kadant e-mail signature and legal disclaimer shown on the previous page.

2. Open Outlook.

3. Click on File, select Options…

4. Click on the button Mail

5. Click on the button Signatures…

6. Click on the button New

7. When prompted for the name of the signature, type “Kadant” and click OK.

8. Click anywhere on the open box below the words “Edit Signature.”

9. Paste (use CTRL-V or Edit, Paste) to insert the e-mail signature into the box.

10. Scroll to the top of the box and replace the default signature with your personal details.

11. Review the signature and legal disclaimer for accuracy.

12. Click on OK.

If you followed the above steps, you have successfully created your e-mail signature.

Please direct questions regarding this procedure to your local IT support person.