

Certainly! Here's a simple example of a speech clarifying a business email policy:

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Good morning, everyone!

Thank you for taking the time to join today's meeting. I'd like to take a moment to clarify our business email policy, ensuring we're all on the same page and using our email system effectively and securely.

Firstly, remember that our email system is primarily for business purposes. This means emails should be used to communicate with colleagues, clients, and vendors regarding company-related activities. Personal use of email should be minimal and not interfere with work duties.

Please be mindful of the content you share. Confidential or sensitive information should never be distributed via email unless it's secured with the appropriate encryption. Always verify recipient addresses to prevent information from being sent to unauthorized individuals.

Additionally, be cautious about opening attachments or clicking on links from unknown sources, as these could pose security risks to our organization.

Also, let's keep our communications professional and respectful. This not only reflects on you but also on our company as a whole.

Lastly, make sure to regularly archive or delete old emails to ensure our system remains efficient.

Thank you for adhering to these guidelines. If you have any questions or need further clarification, feel free to reach out to our IT department or your manager.

Let's work together to maintain a secure and efficient email communication environment. Thank you!

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