



HILLS PROSPECT EMAIL ATTACHMENT POLICY

For security reasons the hills prospect organisation will not accept attachments of the following file types.

zip, rar, htm, html, doc, docm, xls, ppt, exe, com, reg, bat, rtf, vbs, js

Emails received with these attachments will be quarantined, and the attachments destroyed.

We will always accept **.pdf, .txt, .docx, .xlsx, .pptx.**

There should be little reason to send attachments of any other sort.

In addition, we would prefer that all invoices be sent as PDFs. We will not accept sharepoint links or links to other third-party content hosts.

It is highly encouraged that you follow these procedures yourself. In doing so we can mitigate cyber attacks and prevent their spread.