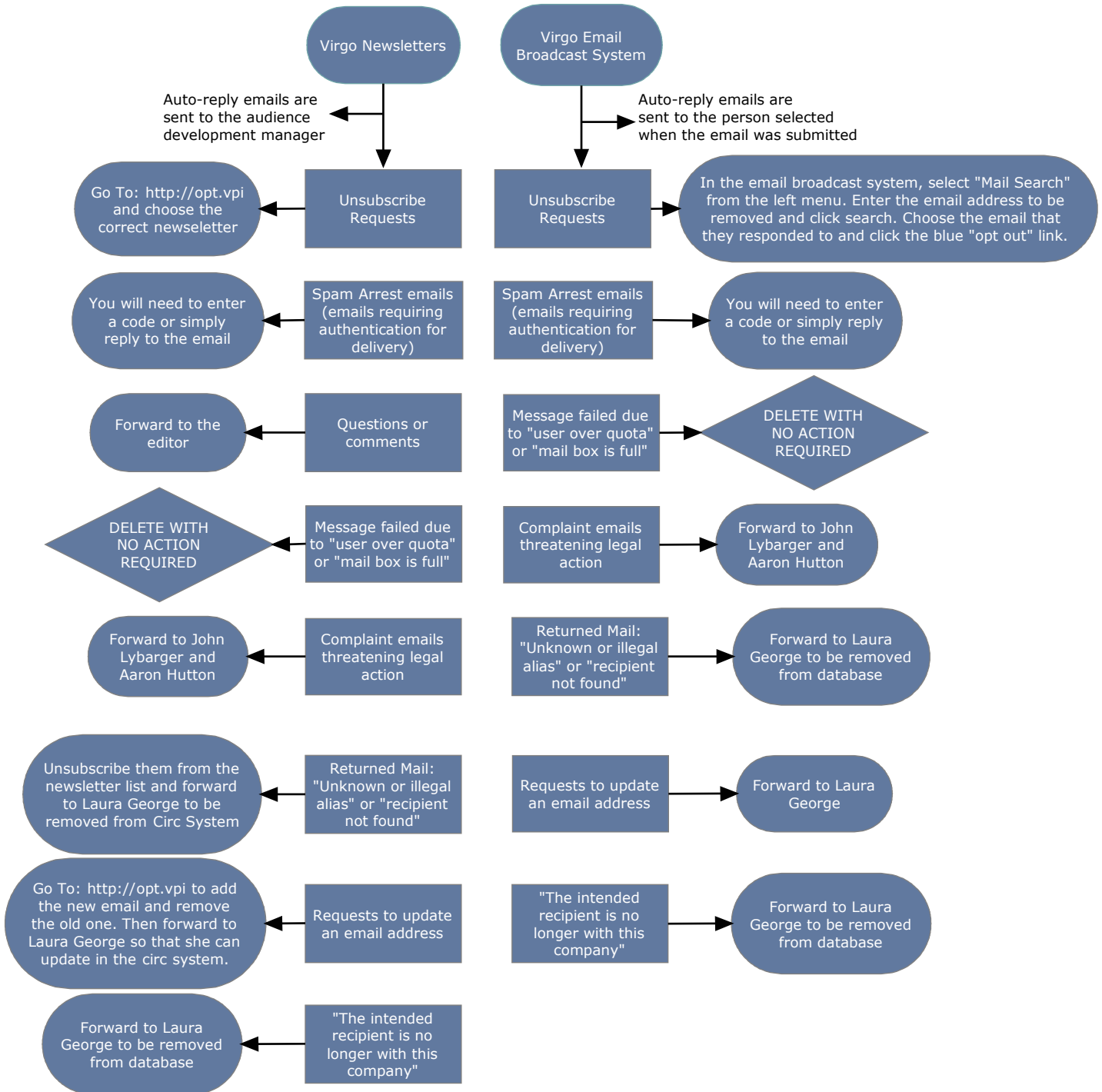




## Email List Hygiene Procedures



\*Please note that all auto-reply emails described as "Out of Office" will be automatically filtered and deleted