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**Company XYZ**

Acceptable Use Policy Template

2022

Authored by:

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| Acceptable Use Policy Template | | | |
| Company Name: | Company XYZ | | |
| Version # | 1 | Revision Date | Feb 2022 |

# Purpose

This acceptable use policy stipulates the constraints and practices all employees and contractors must agree to and follow when utilizing company assets for any activities outside of their core job responsibilities.

# Applicable Roles

This policy applies to all employees, temporary and permanent, in addition to contractors who use company technology.

# acceptable use policy

**All employees must follow the acceptable use policy outlined below. Failure to follow acceptable use practices may result in disciplinary action.**

1. The company provides technology for legitimate business purposes. Users are expected to exercise good judgement and professionalism in the use of all company technology.
2. Occasional use of company technology for personal reasons is permissible as long as it does not interfere with workplace productivity or violate the company’s cyber security policies.
3. The use of company technology is subject to monitoring and, as such, users have not right to or expectation of privacy with respect to their use of company technology, subject to applicable laws.
4. If users have any questions or require clarification on what is permitted they are to contact their immediate supervisor prior to engaging in the activity.
5. **Users are NOT permitted to:**
   1. Solicit or recruit for any non-job-related commercial ventures, religious or political

causes, outside organizations or other non-job-related solicitations;

* 1. Store, access, transfer, download, upload, communicate or create any fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, libelous, slanderous, threatening, abusive, defamatory, or otherwise unlawful or inappropriate materials;
  2. Download entertainment software or games, or to play games over the Internet;
  3. Access Internet sites for gambling or any illegal activity;
  4. Embarrass Company executives, or to jeopardize the Company’s reputation;
  5. Download, store or transmit material that infringe any copyright, trademark or other proprietary right;
  6. Post or transmit proprietary or confidential information related to clients, suppliers, vendors, allied parties, or other third parties without proper authorization;
  7. Post or store Company business-related information on public storage sites without prior authorization;
  8. Download or distribute pirated software or data;
  9. Deliberately propagate a virus, malware, or any other malicious program code;
  10. Send confidential Company information without prior authorization from the proper authoritative manager. Such confidential information includes, but is not limited to:
      1. Company copyrighted materials
      2. trade secrets
      3. intellectual property
      4. proprietary financial information
      5. employee information
      6. customer information
      7. or other similar materials that would be considered confidential in nature (“Confidential Information”);
  11. Access, use or disclose Confidential Information without authority;
  12. Engage in activities for personal gain or a personal business, or for any commercial or business purposes other than Company purposes;
  13. Perform any scanning or information gathering regarding Company Technology,

including the following:

1. port scanning,
2. security scanning,
3. network sniffing,
4. keystroke logging,
5. or other information gathering techniques, when not part of the User’s job function;
   1. Violate any applicable laws;
   2. Send unsolicited email;
   3. Install or use peer-to-peer file-sharing programs or access those types of networks; or use Company resources in a manner that violates applicable laws, including without limitation, those laws relating to discrimination and harassment, privacy, financial disclosure, intellectual property and proprietary information, defamation and criminal laws.
6. Users are not permitted to use company technology to view, access, amend, update, change, collect, use or disclose any personal for confidential information in the company’s possession or control.
7. Users should immediately report any suspected unacceptable use of company technology to their immediate supervisor.

**Acknowledgement and Agreement:**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have received, read and understand the company’s acceptable use policy and agree to comply with it’s terms. I understand that a violation of this policy may subject me to disciplinary action up to and including termination of my employment for just cause.