# Digital Workplace Policy

## 1. Purpose

This policy outlines the guidelines for using digital tools, platforms, and resources within the organization to ensure productivity, security, and compliance.

## 2. Scope

This policy applies to all employees, contractors, and third-party users who access digital workplace systems.

## 3. Responsibilities

- All users must adhere to the policy and report violations.
- IT Department oversees the administration and support of digital platforms.
- HR updates and communicates policy changes.

## 4. Acceptable Use

- Use digital tools for work-related purposes only.
- Protect confidential information at all times.
- Refrain from unauthorized sharing of company data.

## 5. Security and Access

- Use strong, unique passwords and change them regularly.
- Do not share access credentials.
- Report suspicious activities or security breaches immediately.

## 6. Communication Guidelines

- Use professional language in all digital communications.
- Adhere to company etiquette on collaboration platforms.

## 7. Monitoring and Privacy

The organization may monitor the usage of digital workplace systems to ensure policy compliance, with respect to applicable privacy laws.

## 8. Violations

Breaches of this policy may lead to disciplinary action, including loss of access or termination of employment.

## 9. Policy Review

This policy will be reviewed annually and updated as necessary.

## 10. Approval

Approved by: _____ Date: _____