

Workplace Internet Use Policy

1. Purpose

This policy outlines the acceptable use of internet resources at [Company Name]. Its purpose is to ensure secure, effective, and productive use of the internet in the workplace.

2. Scope

This policy applies to all employees, contractors, and temporary staff who access the internet using company resources.

3. Acceptable Use

- Use internet resources for work-related tasks and professional development.
- Access only authorized websites and online services.
- Follow all applicable laws and company guidelines regarding online conduct.

4. Unacceptable Use

- Visiting or downloading material from inappropriate or non-work-related websites.
- Sharing confidential company information over unsecured channels.
- Engaging in illegal or unethical activities online.
- Using company internet resources for personal business purposes.

5. Security and Monitoring

- Internet use may be monitored to maintain network security and enforce this policy.
- Users must report suspected security incidents immediately to IT.

6. Consequences of Policy Violation

Violations may result in disciplinary action, up to and including termination of employment.

7. Policy Review

This policy may be reviewed and updated periodically. Employees will be notified of significant changes.

Approved by: _____

Date: _____