

# 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:** \_\_\_\_\_