

# Remote Work Internet Policy

## 1. Purpose

This document outlines the requirements and guidelines for internet use by employees who work remotely.

## 2. Scope

This policy applies to all employees working remotely on behalf of [Company Name].

## 3. Policy

### 1. Internet Connection:

- Employees must use a stable and secure internet connection for work-related activities.
- Public Wi-Fi should be avoided when possible; use VPN if necessary.

### 2. Security:

- Devices must have up-to-date antivirus software installed.
- Employees must follow company security guidelines when accessing company resources online.

### 3. Acceptable Use:

- Internet should not be used for any unlawful or non-business-related activities during working hours.
- Downloading or sharing prohibited or copyrighted material is strictly forbidden.

### 4. Reporting Issues:

- Any internet connectivity issues should be reported to the IT support team promptly.

## 4. Violations

Breaches of this policy may result in disciplinary action in accordance with company procedures.

## 5. Agreement

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the Remote Work Internet Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_