

Workplace Internet Usage Policy

Policy Number: _____

Approved By: _____

Effective Date: _____

1. Purpose

The purpose of this policy is to provide guidance regarding the appropriate use of the internet resources provided by the workplace.

2. Scope

This policy applies to all employees, contractors, and temporary staff who use the organization's internet resources.

3. Acceptable Use

1. Internet access is to be used primarily for business-related purposes.
2. Users are expected to demonstrate responsible and ethical behavior when accessing the internet.
3. Personal use should be limited and not interfere with work duties or productivity.

4. Prohibited Use

- Accessing, downloading, or distributing illegal, offensive, or inappropriate material.
- Engaging in activities that may compromise network security.
- Sharing confidential or sensitive company information without authorization.

5. Monitoring

The organization reserves the right to monitor internet usage at any time to ensure compliance with this policy.

6. Policy Violations

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

7. Acknowledgement

I hereby acknowledge that I have read and understood the Workplace Internet Usage Policy.

Employee Name: _____

Signature: _____

Date: _____