

# Employee Internet Access Policy

Document Number: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

## 1. Purpose

The purpose of this policy is to outline the acceptable use of the internet by employees during company time. This is to ensure the security and reliability of the company's network and protect its interests.

## 2. Scope

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

## 3. Policy Guidelines

1. Internet access is provided primarily for business-related purposes.
2. Personal use must not interfere with work duties or violate any laws or company policies.
3. Employees should not access, download, or distribute offensive or inappropriate material.
4. The use of internet resources for personal gain or illegal activities is strictly prohibited.
5. Installation or use of unauthorized software or hardware on company systems is not allowed.

## 4. Monitoring and Privacy

The company reserves the right to monitor all internet usage to ensure compliance with this policy. Employees should have no expectation of privacy regarding their use of company internet resources.

## 5. Policy Violations

- Violations of this policy may result in disciplinary action up to and including termination of employment.
- Illegal activities will be reported to law enforcement authorities.

## 6. Acknowledgment

I acknowledge that I have read, understood, and agree to comply with the Employee Internet Access Policy.

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

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

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