

Standard Internet Usage Procedure

1. Purpose

This document establishes guidelines and procedures for appropriate and responsible use of the Internet by employees within the organization.

2. Scope

This procedure applies to all employees, contractors, and temporary staff who access the Internet through the organization's network or devices.

3. Acceptable Use

- Access the Internet primarily for business-related activities.
- Ensure all online communication reflects the organization's values and professionalism.
- Protect sensitive and confidential information when browsing or sharing data online.

4. Prohibited Use

- Accessing, downloading, or distributing inappropriate or illegal content.
- Engaging in activities that could harm the organization's reputation or systems.
- Using the network for personal commercial purposes.

5. Security and Privacy

- Do not share passwords or login credentials.
- Report suspicious emails, links, or websites immediately to IT support.
- Comply with organizational data protection and privacy policies at all times.

6. Monitoring

Internet usage may be monitored to ensure compliance with this procedure and to protect organizational resources.

7. Violations

Non-compliance with this procedure may result in disciplinary action, up to and including termination of employment.

8. Review and Updates

This procedure is reviewed annually and updated as required to ensure ongoing effectiveness and relevance.

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