

Acceptable Use Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to maintaining a safe and productive work environment, we have established an Acceptable Use Policy (AUP) that outlines the guidelines for using company resources responsibly.

Key Points of the AUP:

1. **Internet Usage**: Employees are expected to use company-provided internet access for work-related tasks only. Personal use should be kept to a minimum and should not interfere with job responsibilities. For more information on internet usage guidelines, please refer to our company handbook.
2. **Email Communication**: All email communication should be professional and in line with company standards. Employees should not use company email for personal correspondence or any activities that could be considered inappropriate or offensive.
3. **Data Security**: Protecting sensitive company information is crucial. Employees must follow all data security protocols, including password protection, encryption, and secure file sharing practices. Any breaches of data security will be taken seriously and may result in disciplinary action.
4. **Social Media**: While we encourage employees to engage with social media in a professional capacity, it is important to remember that your online presence reflects on the company. Be mindful of what you post and ensure that it aligns with our values and brand image.
5. **Software and Hardware Usage**: Company-provided software and hardware should be used for work purposes only. Unauthorized installation of software or hardware is prohibited and may result in consequences.

By adhering to the guidelines outlined in this Acceptable Use Policy, we can maintain a positive and productive work environment for all employees. If you have any questions or concerns about the policy, please don't hesitate to reach out to HR for clarification.

Thank you for your cooperation. We look forward to working together!

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Sources:

- *Acceptable Use Policy*: <https://www.techrepublic.com/article/sample-acceptable-use-policy/>