

Employee Internet Usage Policy Template

1. Purpose:

This policy outlines the guidelines and expectations for employee internet usage while on company premises or using company resources.

2. Scope:

This policy applies to all employees, contractors, and temporary workers who have access to the company's internet network.

3. Guidelines:

- Employees are expected to use the internet for work-related purposes only.
- Personal use of the internet should be limited to breaks and non-working hours.
- Accessing inappropriate or offensive websites is strictly prohibited.
- Downloading or sharing copyrighted material without permission is not allowed.
- Employees should not disclose confidential company information online.

4. Monitoring:

The company reserves the right to monitor internet usage to ensure compliance with this policy.

5. Consequences:

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

6. Acknowledgement:

All employees are required to sign an acknowledgment form indicating they have read and understand this policy.