**2. Acceptable Usage Policy**

**Title:** Acceptable Usage Policy  
**Purpose:** To define appropriate use of organizational IT resources.  
**Policy:**

* Company IT resources are to be used for legitimate business purposes only.
* Employees must not access, share, or download inappropriate or unauthorized content.
* Personal use of IT resources should be limited and not interfere with work responsibilities.
* Monitoring of IT resource usage may occur to ensure compliance.
* Violations of this policy may result in disciplinary action, including termination.