

Team: Team 6

Inject Number: 24

Inject Duration: 45 Minutes

Inject Start Date/Time: Sat, 05 Mar 2016 20:37:53 +0000

From: HR Director

To: Infrastructure Team

Subject: Create Acceptable Use Policies

The HR VP is requiring that we implement an Acceptable Use Policy for our user community to acknowledge. Please develop a policy statement in a format that is a policy and ready for employees to sign.

If you use outside resources to aid in drafting our policy, be sure to give proper acknowledgment and respect to all copyrights.

Management Instructions:

At a minimum we'll need the policies to cover acceptable use of the following:

- * Email
- * Internet Usage
- * Personal Use of Company Equipment

Make sure these do not conflict with any existing policies, or modify those other policies to match these, as appropriate.

Thank you.

HR Director