

XYZ Company Acceptable Use Policy

Overview:

The XYZ IT department's responsibility is to provide confidentiality, integrity, and availability for corporate workspaces in the XYZ organization. Utilizing the recommended guidelines, the members of the department will conduct the associated activities to maintain the XYZ security posture.

Purpose / Scope:

The purpose of this policy is to define acceptable use for electronic workspace equipment that includes but is not limited to computers, operating systems, and intranet or extranet systems. Misuse of electronic workspace equipment leaves the XYZ organization susceptible to network breaches, data breaches, ransomware, and proprietary information theft.

The scope of this policy pertains to the use of all workspace and business equipment in the XYZ organization. General use, unacceptable activities with use, email and social media, as well as policy compliance are covered.

General Use:

- It is the responsibility of department members to immediately report unauthorized disclosure, theft, and misuse of XYZ proprietary information to law enforcement or other governing bodies.
- Members may access content that is applicable to their classification within the XYZ company. Members who access unauthorized content will be reprimanded accordingly.
- Members are responsible for maintaining appropriate judgment and consulting their team managers for clarification.
- The XYZ company obtains the right to conduct audits and maintain compliance for the IT department's networks, systems, and software.

Unacceptable Use:

- Violations to individual rights, intellectual property rights, and piracy of XYZ company software products.
- Unauthorized access to data, systems, servers, or business units not under the appropriate classification of employees.
- Eavesdropping, importing of malware, and information gathering is deemed unethical behavior.

Email and Social Media:

- The sending or sharing of unsolicited messages and bulk emails under the CAN-SPAM Act.
- Harassment, financial schemes, and defamatory comments are deemed unethical behavior and is prohibited.
- Members are subjected to restrictions when posting to social media through XYZ systems.

Policy Compliance:

- The XYZ company will utilize software and network auditing for maintaining regulatory compliance.
- All members are subject to reviewing ISO 27001 standards for acceptable use.
- Members who have violated this policy will be subject to disciplinary action and termination of employment.