# Assessment task 2

## Organisational document

You must submit at least **one** policy document.

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| **Policy title:** | **Internet and email policy** |
| **Purpose:** | |
| **This policy outlines how employees may use the organisation's internet and their official email account.** | |
| **Scope:** | |
| **What activities are allowed and prohibited when using company resources for internet access and email communication** | |
| **Definitions:** | |
|  | |
| **Policy statement:** | |
| **The acceptable use of company-provided internet and email access, ensuring responsible and secure usage for business purposes** | |
| **Procedures:** | |
| **The rules and regulation for using company resources for interna and email access.** | |
| **Related policies and procedures:** | |
| **The use of the company’s network and email systems.** | |