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Security

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Email Acceptable Use Policy

- Our employees represent our company whenever they use their corporate email address. They must not:
 - Sign up for illegal, unreliable, disreputable or suspect websites and services.
 - Send unauthorized marketing content or solicitation emails.
 - Register for a competitor's services unless authorized.
 - Send insulting or discriminatory messages and content.
 - Intentionally spam other people's emails, including their coworkers.
- Employees are allowed to use their corporate email for work-related purposes without limitations. For example, employees can use their email to:
 - Communicate with current or prospective customers and partners.
 - Log in to purchased software they have legitimate access to.
 - Give their email address to people they meet at conferences, career fairs or other corporate events for business purposes.
 - Sign up for newsletters, platforms and other online services that will help them with their jobs or professional growth.

Internet Acceptable Use Policy

- Employees may use company internet to:
 - Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
 - Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
 - The equipment, services and technology used to access the Internet are the property of <company> and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Employees may not
 - Using computers to perpetrate any form of fraud, and/or software, film or music piracy
 - Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
 - Sharing confidential material, trade secrets, or proprietary information outside of the organization

- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers