

## Acceptable Use Policy (AUP)

This Acceptable Use Policy (AUP) outlines the acceptable and unacceptable use of the organization's information systems, devices, internet, and data. All employees, contractors, and third-party users must adhere to this policy to protect the organization's digital environment and ensure compliance with legal and regulatory requirements.

### 1. Purpose

The purpose of this policy is to define standards for the acceptable use of organizational technology resources, including email, internet access, cloud applications, and hardware devices. Its goal is to minimize the organization's exposure to legal and operational risks.

### 2. Scope

This policy applies to all users who access, use, or manage any information systems owned, leased, or operated by the organization, including employees, interns, contractors, partners, and guests.

### 3. Acceptable Use

Users must:

Use systems only for business-related purposes.

Protect their credentials and never share passwords.

Encrypt sensitive data before transmission.

Report any suspicious emails or activities immediately.

Log off or lock computers when unattended.

### 4. Unacceptable Use

Users must NOT:

Use organizational systems to conduct personal business or illegal activity.

Access or distribute offensive, pornographic, or discriminatory material.

Bypass security controls or download unauthorized software.

Store sensitive data on personal devices or unsecured platforms.

Use email or messaging systems for harassment or phishing.

### 5. Monitoring & Enforcement

All activities conducted using organizational resources may be monitored. Violations of this policy may result in disciplinary action up to and including termination of employment and legal prosecution. Access to systems may be revoked at any time if misuse is suspected.

### 6. Acknowledgment

All users must read, understand, and sign this policy before accessing any systems. Continued use of systems implies agreement with the terms of this policy.

Effective Date: June 1, 2025

Policy Owner: Compliance Officer

Review Date: Annually