Acceptable Use Policy (AUP)

This Acceptable Use Policy outlines the acceptable use of computer systems, email, internet, and data within the organization.  
All employees must follow this policy to ensure a secure and productive work environment.

# 1. General Usage

• Systems must be used for authorized business purposes only.  
• Personal use should be minimal and not interfere with work responsibilities.

# 2. Security Practices

• Do not share passwords or allow others to use your credentials.  
• Lock your computer when unattended.  
• Report suspicious activity to IT immediately.

# 3. Email & Internet Use

• Use of corporate email for non-business-related activities is prohibited.  
• Accessing inappropriate or malicious websites is not allowed.

# 4. Data Protection

• Confidential information must be stored and transmitted securely.  
• Do not copy sensitive data to unauthorized devices or cloud services.

# 5. Enforcement

• Violations of this policy may lead to disciplinary action, including termination of employment.

# Acknowledgment

I acknowledge that I have read, understood, and will comply with this Acceptable Use Policy.