Acceptable use policy

Team 3

1. Overview

Team 3 is committed to protecting Team 4’s employees, partners, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Team 3. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. Please review Human Resources’ policies for further details.

Effective security is a team effort involving the participation and support of every Team 3 employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

1. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Team 3. These rules are in place to protect the employee and Team 3. Inappropriate use exposes Team 3 to risks including virus attacks, compromise of network systems and services, and legal issues.

1. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Team 3, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Team 3.

1. Policy
   1. General Use and Ownership
      1. Users should be aware that the data they create on the corporate systems remains the property of the company.
      2. Employees are responsible for exercising good judgment.
      3. Team 3 may monitor equipment, systems, and network traffic at any time for security and auditing purposes.
   2. Security and Proprietary Information
      1. Keep Passwords secure and do not share accounts.
      2. All PCs, laptops and workstations must adhere to Team 3’s Password Policy.
   3. Unacceptable Use
      1. Under no circumstances is an employee of Team 3 authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing Team 3 owned resources.
      2. Using company resources or equipment for personal, non-work related purposes is strictly prohibited.
      3. Unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material is prohibited. This also includes “Chain letters”, “Ponzi”, or other “pyramid” schemes of any type.
      4. Any form of harassment via email, telephone or paging whether through language, frequency, or size of messages are prohibited.
2. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.