

General:

The company's IT infrastructure and internet access are primarily provided for business purposes. This

Business Use:

Computers, network resources, and internet access should be used primarily for business purposes and

Limited Private Use:

Private use may be permitted in moderation, provided it does not impair work performance and does not

Prohibited Activities:

It is strictly prohibited to distribute, access, or engage in illegal, offensive, obscene, threatening, or disreputable

Email Use:

The business email address should be used primarily for business communication. Sending spam or false

Software and Applications:

Only authorized software may be installed on company computers. Any installation or update of software

Data Protection:

Employees are responsible for ensuring that personal data and company information are handled securely

Passwords:

Passwords must be chosen securely and changed regularly. They should not be shared with third parties

Internet Access:

Accessing websites with non-work-related or inappropriate content during work hours should be avoided

Security:

Security updates and antivirus software must be regularly updated. In the event of a suspected security

Social Media:

When using social media in the context of the company, employees should ensure they represent the

Monitoring:

The company reserves the right to monitor the use of its IT infrastructure and internet access to ensure

Sanctions:

Violations of this policy may result in disciplinary actions, ranging in severity from a warning to termination