

# ACCEPTABLE USE POLICY (AUP)

**Company:** Gladden Tech (Sample Organization)

**Version:** 1.0

**Owner:** Information Security

**Updated:** 2025-01-01

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## 1. Purpose

This policy explains how company systems are expected to be used in a legal and compliant way. It sets clear rules, defines acceptable behavior, and outlines consequences for misuse so the organization can protect its people, data, and technology.

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## 2. Scope

This applies to anyone who uses company technology, including employees, contractors, interns, and temporary staff.

It covers all systems and assets such as laptops, mobile devices, email, cloud apps, network resources, and remote-work environments.

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## 3. Acceptable Use Requirements

Users must:

- Use company systems only for approved and lawful purposes
  - Protect passwords and authentication devices
  - Keep devices secure and report loss/theft immediately
  - Follow data handling and privacy guidelines
  - Use company internet, email, and applications responsibly
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## 4. Prohibited Use

Users may **not**:

- Use company assets for illegal or unauthorized activities
  - Install unapproved software or tamper with security controls
  - Access harmful, inappropriate, or offensive content
  - Share sensitive information without authorization
  - Attempt to bypass monitoring, filters, MFA, or access controls
  - Use company systems to harass, discriminate, or intimidate others
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## 5. Remote Work Requirements

Remote users must:

- Use approved VPN and secure Wi-Fi
  - Prevent non-employees from accessing company data
  - Maintain the same security standards as in the office
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## 6. Monitoring

The company may monitor systems, logs, network traffic, and devices to protect business operations and investigate misuse.

Users should not expect personal privacy on company-owned systems.

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## 7. Violations

Breaking this policy may result in:

- Loss of access
  - Disciplinary action
  - Contract termination
  - Legal action if criminal activity is involved
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## **8. Acknowledgment**

All users are required to acknowledge this policy annually and after major updates.