

1. Acceptable Use Policy (AUP)

Purpose: To define how employees may use company IT resources.

Policy:

- Company laptops, email, and messaging systems are provided for business purposes.
- Limited personal use is permitted if it does not interfere with work duties or violate the law.
- The following are prohibited:
 - Accessing or distributing offensive or illegal material.
 - Installing unauthorized software.
 - Bypassing security controls.
- Employees must report suspected security incidents immediately to IT Security.

Enforcement: Violations may result in disciplinary action up to and including termination.