

# **Acceptable Use Policy**

## **Purpose**

The purpose of this policy is to define acceptable and unacceptable use of company systems and devices to protect company data and systems.

## **Scope**

This Acceptable Use Policy applies to all employees, interns, investors, and contractors who use the company systems and devices.

## **Rule**

### **Acceptable**

Everyone working in the company must use company systems only for work.  
Everyone must access only the data and systems needed for their job.  
Follow all the security rules.  
Report immediately if any suspicious activity is found.  
Do not use public Wi-Fi without a VPN for company work.

### **Unacceptable**

Should not install unauthorized software.  
Must not use unknown USB devices.  
Must not share passwords.  
Must not access sites that are not allowed.  
Do not misuse company systems and internet.

## **Responsibility**

All users are responsible for using company systems and data in a secure manner and following the rules.

## **Conclusion**

Following the above mentioned rules will help the company protect systems and data from threats.

