

## IT & Acceptable Use Policy

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### 1) Overview

- Rules for devices, networks, and data.

### 2) Devices

- Only company-issued laptops and phones for work.
- Passwords 12+ characters; MFA required.

### 3) Data Handling

- Confidential data only in approved cloud storage.
- No USB storage for company data.

### 4) Access

- Install software only from managed catalog.
- VPN required for remote access.

### 5) Incidents

- Report phishing or malware within 1 hour.
- Security may quarantine devices.

### 6) Prohibited Activities

- No torrenting, port scanning, or illegal activities.