Team: Team 8

Inject Number: 37

Inject Duration: 45 Minutes

Inject Start Date/Time: Sat, 13 Feb 2021 19:32:36 +0000

From: HR Director

To: Infrastructure Team

Subject: ORG1 - Create Acceptable Use Policies

The HR VP is requiring that we implement an Acceptable Usage Policy for our user community to acknowledge. Please develop this policy and provide it in a format that is ready for employees to sign.

If you use outside resources to aid in drafting the policy, be sure to give proper acknowledgment and respect to all copyrights.

Management Instructions:

At a minimum, we'll need one policy document to cover acceptable use of the following:

* Email
* Internet Usage
* Social Media and Blogging
* Mobile Device and IoT
* Personal Use of Company Equipment
* The use of persona-based digital assistants (i.e. Alexa) in the workplace

Make sure these do not conflict with any existing Company policies or Laws, or modify those other policies to match these, as appropriate.

Thank you.

HR Director