**ABC Company Ltd.**

**IT and Security Policies Acknowledgment**

**Employee Information:**

**Employee Name:** EmpName

**Employee ID:**

**Department/Division:**

**Position/Title:**

**Date of Hire:**

**Acknowledgment:**

I, EmpName , have received, read, and understand the IT and Security Policies of ABC Company Ltd. I acknowledge that it is my responsibility to comply with these policies to ensure the security and confidentiality of the company's information and technology resources.

**Key Points of Acknowledgment:**

1. I understand that access to the company's computer systems and networks is granted for business purposes only.

2. I will not disclose my login credentials or share my access to the company's information systems with unauthorized individuals.

3. I am aware of the acceptable use of company-owned devices, including computers, laptops, mobile devices, and other technology resources.

4. I will not engage in any activities that compromise the security or integrity of the company's data, systems, or networks.

5. I understand the importance of protecting sensitive and confidential information and will adhere to the company's data security and classification policies.

6. I will report any security incidents, breaches, or suspicious activities promptly to the IT department or the designated authority.

7. I acknowledge that failure to comply with IT and Security Policies may result in disciplinary action, up to and including termination of employment.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Use Only:**

**Date Acknowledgment Received:** JoiningDate

**Processed by:** HR\_Name

For any questions or clarification regarding benefits enrollment, please contact the Human Resources Department at [**pranavsundar08@outlook.com**](mailto:pranavsundar08@outlook.com).