**Acceptable Use Policy Agreement**

1. **Purpose**

This Corporate Acceptable Use Policy ("Policy") outlines the guidelines and standards for the acceptable use of the company's information technology (IT) resources, including but not limited to computer systems, networks, software, applications, internet access, email, and electronic communication. This Policy applies to all employees, contractors, consultants, temporary workers, and any other individuals who have access to the company's IT resources.

1. **Acceptable Use**
   1. Only licensed software approved by the company may be installed, accessed, or used on company devices and systems. Employees should adhere to any additional guidelines and license agreements provided by software vendors.
   2. Employees must use the company's IT resources in a manner that aligns with their job responsibilities and for legitimate business purposes only.
   3. Employees must comply with all applicable state and federal laws, regulations, and company policies when using the company's IT resources.
   4. Employees must respect the intellectual property rights of others and refrain from unauthorized use, reproduction, or distribution of copyrighted materials.
   5. Internet usage should be primarily for business purposes, and employees must avoid accessing, downloading, or transmitting material that is offensive, discriminatory, defamatory, or in violation of any applicable laws or regulations.
   6. Employees must report any suspected security incidents, vulnerabilities, or breaches to the appropriate IT personnel or management immediately.
   7. Unauthorized distribution, reproduction, or duplication of software is strictly prohibited.
   8. Accessing company databases without prior authorization and proper access is prohibited.
   9. Installing, accessing, or using unlicensed or pirated software on company devices or systems is strictly prohibited.
2. **Software Requests**

If you need software to perform essential job duties, you are tasked with notifying IT who will purchase the software for you. This is so software installed on company hardware is kept in constant compliance with vendor licensing agreements and legal compliance with state, federal, and international regulatory bodies.

1. **Monitoring and Enforcement**

The company reserves the right to monitor, access, and review all information and activities on its IT resources. Any violation of this Policy may result in disciplinary action, up to and including termination of employment or contractual agreements.

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**Ryan Miller**