

## Acceptable Use Policy

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This Acceptable Use Policy (AUP) governs all access to and use of corporate Information Technology (IT) resources. All IT systems, hardware, and digital assets, including all network traffic, are the exclusive **property** and subject to the **governance and monitoring** of [Organization Name]. Expected usage includes the operation of business-approved applications and reasonable, limited web browsing for work or casual purposes. **Prohibited behaviors** include, but are not limited to, signing into personal accounts using corporate systems, accessing pornography or other illicit websites, and intentional physical or virtual damage to any digital asset. Be aware that all system usage is **regularly monitored, logged, and retained**. Any breach of this policy or misuse of assets is a **punishable offense**, which may result in disciplinary action, employment termination, and potential involvement of law enforcement. By confirming your agreement below, you acknowledge that you have read, understood, and **agree to all terms and conditions** outlined in this policy.

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## Confirmation of Agreement

Please check the box and provide your signature to confirm your agreement to the terms of the Acceptable Use Policy.

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**I have read and agree to the terms and conditions of the Acceptable Use Policy.**

**Employee Name:** \_\_\_\_\_

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

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