

**Download more free templates from** [**firsthr.app**](http://firsthr.app/)

[Company/Organization Name]

Effective Date: [Date]

Employee Internet Usage Policy

**1. Purpose:**

The purpose of this Employee Internet Usage Policy is to establish guidelines and expectations for the appropriate and responsible use of the internet and company-provided internet resources by employees. It aims to ensure productivity, protect the company's information assets, maintain network security, and promote responsible online behavior.

**2. Applicability:**

This policy applies to all employees, contractors, and other individuals who have been granted access to company-provided internet resources, including computers, laptops, mobile devices, and network connections.

**3. Acceptable Use:**

a. Internet resources provided by [Company/Organization Name] are to be used solely for work-related purposes and official business activities.

b. Employees should exercise discretion and professionalism when using the internet and avoid accessing or transmitting content that may be offensive, discriminatory, illegal, or inappropriate, including but not limited to:

i. Pornographic or sexually explicit material
ii. Hate speech or discriminatory content
iii. Illegal downloads or unauthorized distribution of copyrighted material
iv. Gambling or gaming websites
v. Social media sites and personal email accounts during work hours, unless specifically authorized for work-related purposes

c. Personal internet usage should be limited to breaks and non-work hours, and it should not interfere with job responsibilities or productivity.

**4. Network Security:**

a. Employees must not engage in any activity that compromises the security or integrity of [Company/Organization Name]'s network, systems, or data. This includes:

i. Unauthorized attempts to access or tamper with network resources or accounts
ii. Introducing viruses, malware, or other harmful software
iii. Unauthorized sharing of sensitive company information or trade secrets

b. Employees should promptly report any suspected or identified security vulnerabilities or incidents to the IT department or the designated contact person.

**5. Social Media Usage:**

a. Employees are expected to adhere to the company's separate Social Media Policy when using social media platforms for work-related purposes or when representing [Company/Organization Name] online.

b. Personal use of social media during work hours should be limited and should not interfere with job responsibilities or productivity.

**6. Personal Data and Privacy:**

a. Employees must respect the privacy of others and should not access or share personal or confidential information without proper authorization.

b. Employees should not disclose personal or confidential information of [Company/Organization Name], its clients, customers, or fellow employees on public forums or social media platforms without explicit permission.

**7. Monitoring and Enforcement:**

a. [Company/Organization Name] reserves the right to monitor internet usage, network activity, and email communications for compliance with this policy and to ensure the security and integrity of its information assets.

b. Violations of this policy may result in disciplinary action, up to and including termination of employment, and may also lead to legal consequences.

**8. Employee Acknowledgment:**

By signing below, employees acknowledge that they have received and understood the Employee Internet Usage Policy and agree to comply with its guidelines during their employment with [Company/Organization Name].

**Employee:**

I have read and understood the Employee Internet Usage Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]