



PROPOSAL KIT SAMPLE

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<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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<<Company>> INTERNET AND ASSET USAGE POLICY

This policy sets forth guidelines and defines the conditions under which an employee, contractor, vendor, or any other person (user) may use Company business assets, including, but not limited to Company Internet access; its private network(s); its vendors, suppliers and partner's networks; and its Email system or any other access point or connection resource, while conducting business for or on behalf of the Company.

Introduction

The Company makes available its various assets, hardware, software, services, and computer network(s) in order to allow its employees access to resources to effectively execute their job functions and duties. This policy defines the Company's official policy regarding Internet connectivity and usage.

Before access to the Internet via the company network is approved, the user is required to read and sign this *Internet Usage and Asset Policy prior to accessing the Internet and Company assets.*

Definition(s) of Acceptable Use

Acceptable use shall be defined as, but not limited to the following examples:

- ◆ Purposes relating to job or for work requirements.
- ◆ Sending or receiving personal mail, so long as any email that is sent using a Company Email account shall have the authorized Company disclaimer at the bottom of the email stating that the contents of this message may not represent the views of the Company.
- ◆ Using instant messaging software for business purposes.
- ◆ Posting to Usenet and other message boards for work purposes.
- ◆ Making use of any other Internet service or protocol without first obtaining permission from the Company.

Definition(s) of Unacceptable Use

Unacceptable use shall be defined as, but not limited to the following examples:

- ◆ Using the Internet for personal commercial purposes.
- ◆ Sending bulk, unsolicited email (Spam).
- ◆ Engaging in file sharing or Peer-to-Peer Networking (P2P).
- ◆ Disseminating any confidential information about the Company or its customers and customers.
- ◆ Disseminating any personal contact information of employees, vendors, contractors, or officers without prior approval.
- ◆ Displaying Company projects, screenshots, materials, references, descriptions, or intellectual property publicly or in personal portfolios or resumes, including the use of Company and Company's Customer trademarks, copyrights, or any other marks or materials that may be deemed in violation of the Company's nondisclosure agreements.
- ◆ Downloading or using excessive amounts of bandwidth of streams of data for non-essential, non-work-related activities.
- ◆ Downloading Shareware or Freeware programs or software that have not been authorized.
- ◆ Installing ANY Software on a Company computer or other asset without prior approval from a manager or supervisor.
- ◆ Compromising the security of the Company network, company computers, or any other company resource by engaging in unacceptable usage of the Internet.
- ◆ Competing in or entering contests or other competitions in which Company assets or resources are used or in which email addresses that identify the company are displayed; or any other identification or indication of relationship between the user and the Company of which the Company may not approve.
- ◆ Knowingly causing someone to view content that may be deemed as obscene, immoral, or illegal, or that may cause the Company to be held liable for discrimination or obscenity.
- ◆ Knowingly causing a disruption or interference with any network or

user, whether associated with the Company or not.

- ◆ Engaging in any online activity that negatively depicts race, religion, sex, or creed.
- ◆ Searching for, requesting, acquiring, storing, or disseminating images, text, or data that are pornographic (whether legal or not) or that negatively depict race, religion, sex, age, or creed.
- ◆ Conducting third-party business or personal business enterprise not benefiting the Company, political or religious activity, engaging in illegal or fraudulent activities, or knowingly disseminating false or otherwise libelous materials.
- ◆ Violation of any Copyright, Trademark, Patent or other Intellectual property, whether owned by the Company or not.
- ◆ Engaging in online gaming or gambling.
- ◆ Engaging in the purchase of goods or services and using a Company credit card, shipping location, or other information that may reflect poorly on the Company.
- ◆ Accessing any Company resource or asset that is not within the scope of the user's normal work and job functions. Examples include but are not limited to: customer or customer information, personnel files and data, or any other documents not required for the proper execution of the user's normal job functions or duties.
- ◆ Displaying a Company email address or URL on an

DEMO CONTRACT

This demo contract has been truncated. The complete 6 page editable version of this document is available in the Contract Pack template collections

Company Initials _____ Employee Initials _____

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-internet-asset-usage-policy.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

Company Initials _____ Employee Initials _____

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