

[LOGO]

Policy Manual

2. General IT Policies

Scope

Describe the scope of the policy.

Duration

Confirm whether this policy is Temporary or Permanent.

Effective Date

State the date from when this policy is effective.

Policy

Describe the company policy, for example:

"The purpose of this policy is to provide staff with guidance on the use of the IT resources, including, but not limited to the internet, email, and networks.

To encourage the appropriate use of IT resources, please adhere to the following policies:

Step	Action
1.	[Line] managers shall provide all staff with a written copy of these manual. All employees shall sign a statement indicating they have read this manual.
2.	Each employee's signed statement shall be kept on file for [X] years and while the employee is employed or provides services with [Company].
3.	IT resources includes, but is not limited to, all current and future internet services, intranets, file transfer protocol (FTP), email, and other services.
4.	[Company] shall undertake reasonable measures to secure Internet communications and the data transmitted by these systems and services.
5.	[Company] shall install software and/or hardware to monitor and record all IT usage, including email and website visits. [Company] retains the right to record or inspect any and all files stored on its systems.
6.	[Company] IT resources shall be used solely for business purposes.
7.	Disciplinary action, including termination of employment, may result from prohibited activity obtained through monitoring and/or inspection of emails.

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Zhe Xu



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