

[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.

Microsoft Office Policy Manual Template

Judd E. Hollander



Microsoft Office Policy Manual Template:

Unveiling the Energy of Verbal Art: An Emotional Sojourn through **Microsoft Office Policy Manual Template**

In a global inundated with monitors and the cacophony of fast transmission, the profound power and psychological resonance of verbal beauty frequently disappear in to obscurity, eclipsed by the continuous onslaught of noise and distractions. Yet, situated within the lyrical pages of **Microsoft Office Policy Manual Template**, a interesting perform of fictional brilliance that impulses with raw emotions, lies an memorable trip waiting to be embarked upon. Composed by a virtuoso wordsmith, this interesting opus guides viewers on an emotional odyssey, softly exposing the latent possible and profound impact embedded within the intricate internet of language. Within the heart-wrenching expanse of the evocative examination, we can embark upon an introspective exploration of the book is key themes, dissect their interesting publishing design, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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