IT Acceptable Use Policy Acknowledgement

Please read this summary of the IT Acceptable Use Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the IT Acceptable Use Policy

- Use strong passwords and multi-factor authentication; never share credentials.
- Install only approved software; do not disable security tools.
- Do not upload company data to personal storage or unapproved AI tools.
- Company systems may be monitored for security, in line with the privacy notice.
- Report phishing, malware or lost devices to IT immediately.

Acknowledgement

- [ ] I have received and read the IT Acceptable Use Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE