# IT Policy Document

**Purpose:** This document outlines the internal information technology (IT) policies of the organization. It aims to establish clear standards for acceptable use, security measures, access control, and IT governance to ensure reliable and secure use of company technology resources.

## 1. Acceptable Use Policy

The following guidelines govern the acceptable use of organization's IT assets such as computers, network, software, and internet access:

{#acceptableUses}

* {description}

{/acceptableUses}

## 2. Prohibited Activities

Users must refrain from engaging in the following activities while using IT resources:

{#prohibitedActivities}

1. {action}

{/prohibitedActivities}

## 3. Password and Authentication Policy

* **Password strength:** Passwords must contain at least {minPasswordLength} characters including uppercase, lowercase, number, and special characters.
* **Password change frequency:** Passwords must be changed every {passwordChangeFrequency} days.

## 4. Access Control

Access to IT systems is based on roles and responsibilities. The following users and their role-based access levels are defined:

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Role** | **Access Level** |
| {#userAccessList}{fullName} | {role} | {accessLevel}{/userAccessList} |

## 5. Data Security Policy

All employees must comply with the organization's data security policies which include:

{#securityMeasures}

* {measure}

{/securityMeasures}

## 6. Incident Response

All security incidents must be reported to the IT department immediately via {incidentReportingChannel}. The designated IT security officer is **{securityOfficer}**.

## 7. Remote Work and Device Use Policy

{#hasRemotePolicy}

The organization allows remote work. The following rules apply for remote access and use of personal devices:

* Only authorized users can access the network remotely via VPN.
* All personal devices must have approved antivirus software installed and updated regularly.
* Company data must not be stored permanently on personal devices.

{/hasRemotePolicy}

{^hasRemotePolicy}

The organization does not currently allow remote work or access to resources from personal devices.

{/hasRemotePolicy}

## 8. Compliance and Enforcement

Violations of this policy may result in disciplinary action up to and including termination. In case of any questions regarding this IT Policy, please contact the IT department at {itContactEmail}.

## 9. Acknowledgement

Each employee must read and acknowledge the IT Policy upon hiring and annually thereafter.

|  |  |  |
| --- | --- | --- |
| **Employee Name** | **Department** | **Date Acknowledged** |
| {#acknowledgements}{employeeName} | {department} | {dateAcknowledged}{/acknowledgements} |