

# Acceptable Use Policy (AUP) Sample for Enterprise Networks

**Effective Date:** [Insert Date]

## 1. Purpose

The purpose of this Acceptable Use Policy (**AUP**) is to establish acceptable practices regarding the use of network resources, systems, and services within [Company Name]. This policy aims to protect the business, employees, and clients from potential harm resulting from misuse of the enterprise network.

## 2. Scope

This policy applies to all employees, contractors, consultants, temporary personnel, and any other users (**Users**) who access or use [Company Name]'s network resources.

## 3. Acceptable Use

- Use network resources primarily for business-related purposes in furtherance of [Company Name]'s mission.
- Comply with all applicable local, state, and federal laws and regulations.
- Protect the confidentiality, integrity, and availability of all information and systems.
- Report any suspected security incidents or policy violations immediately to IT or relevant authority.

## 4. Unacceptable Use

- Unauthorized access, dissemination, or modification of data or systems.
- Engaging in illegal, fraudulent, or malicious activity such as hacking, phishing, or introducing malware.
- Using company resources for personal commercial gain or non-business-related activities.
- Accessing, storing, or distributing material that is abusive, harassing, obscene, or discriminatory.
- Attempting to bypass or disable any security measures.
- Sharing network or system passwords/accounts without authorization.

## 5. Security and Privacy

- Users are responsible for safeguarding their credentials and access to systems.
- Unauthorized installation or use of unapproved software is prohibited.
- Users should avoid opening suspicious links or attachments received via email or messaging platforms.

## 6. Monitoring

[Company Name] reserves the right to monitor, audit, and log all network activity. Users have no expectation of privacy when using company systems or networks.

## 7. Enforcement

Violations of this AUP may result in disciplinary action, up to and including termination of employment, as well as civil and criminal liability.

## 8. Policy Review

This policy will be reviewed annually and updated as necessary.

**By accessing and using the enterprise network, you acknowledge that you have read, understood, and agreed to comply with this Acceptable Use Policy.**

[Company Name]

[Contact Information]