# Network Access Control Policy

**Document Version:** 1.0
**Approval Date:** [YYYY-MM-DD]
**Reviewed By:** [Name/Position]

## 1. Purpose

The purpose of this policy is to define the requirements for accessing the organization's network resources in order to minimize security risks and protect sensitive data.

## 2. Scope

This policy applies to all employees, contractors, consultants, temporary staff, and other personnel who access the organization’s network resources.

## 3. Policy

1. **Access Control:** Network access must be authenticated and authorized based on the principle of least privilege.
2. **User Identification:** All users must have unique user IDs and must authenticate via approved methods (e.g., password, multi-factor authentication).
3. **Device Access:** Only approved and compliant devices may connect to the organization's internal network.
4. **Guest Access:** Guest network access must be provided on a separate network segment with restricted permissions.
5. **Remote Access:** Remote access to the internal network must use approved secure methods such as VPN, and is subject to monitoring and periodic review.
6. **Monitoring:** All network access is subject to technical and administrative review and monitoring.
7. **Revocation:** Network access shall be revoked promptly upon termination or role change.

## 4. Roles and Responsibilities

| Role | Responsibility |
|---|---|
| IT Administrator | Manage network access and enforce this policy. |
| Managers | Ensure staff follow access procedures and report issues promptly. |
| All Users | Follow access requirements and report suspicious activity. |

## 5. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

## 6. Review and Revision

This policy will be reviewed annually or as required by changes in regulatory or business requirements.

## 7. References

- [Organization's Information Security Policy]
- [Relevant Laws & Standards]

*This document is a sample policy and should be customized to the specific needs of the organization.*