

Acceptable Use Policy (AUP) — Template

SecureBusinessHub — Educational Resource for SMBs

1. Purpose

This Acceptable Use Policy (AUP) defines the rules and responsibilities for all employees, contractors and third parties accessing the company's information systems, networks and data.

2. Scope

This policy applies to every device — company-owned or personal — that connects to corporate resources, email, cloud services and internal networks.

3. Acceptable Use

- Use systems only for legitimate business activities authorised by your manager.
- Protect credentials and never share passwords or MFA tokens.
- Report any suspected security incident to IT within one hour of discovery.
- Comply with the GDPR and any applicable data protection laws when handling personal data.

4. Prohibited Use

- Installing unapproved software or browser extensions.
- Disabling antivirus, EDR or operating-system security controls.
- Accessing, storing or transmitting illegal, defamatory or harassing content.
- Using corporate accounts for personal commercial activity.

5. Email and Communications

All business communication must occur through approved channels. Forwarding internal correspondence to personal email is prohibited. Be vigilant for phishing — verify unexpected requests for payment or credentials out-of-band.

6. Bring Your Own Device (BYOD)

Personal devices used for work must run a supported operating system, full-disk encryption, automatic screen lock and an up-to-date security agent. The company reserves the right to remotely wipe corporate data from any enrolled device.

7. Monitoring

The company may log network traffic, email metadata and system events for security and compliance purposes, in accordance with applicable employment and privacy law.

8. Enforcement

Violations may result in disciplinary action up to and including termination of employment or contract, and where appropriate, civil or criminal proceedings.

9. Acknowledgement

I confirm that I have read, understood and agree to comply with this Acceptable Use Policy. Name:

_____ Signature: _____ Date: _____

This template is provided for educational purposes. Adapt to your organisation's context and seek professional advice where appropriate.