ARKAN GRAPHICS
printing & advertising

IT and Internet Usage Policy

1. Purpose

- This IT and Internet Usage Policy outlines the acceptable use of IT resources and the internet at Arkan Graphics. It aims to ensure the security, reliability, and appropriate use of company IT infrastructure and resources.

2. Scope

- This policy applies to all employees, contractors, vendors, and agents of Arkan Graphics who have access to company IT resources, including but not limited to computers, networks, internet access, email, and software systems.

3. Acceptable Use

- **General Use**: IT resources should be used for business purposes related Arkan Graphics. Limited personal use is permitted, but it should not interfere with work duties or violate any other policies.

- **Internet Use**: Internet access is provided for work-related research, communication, and tasks. Employees must refrain from accessing inappropriate websites, downloading unauthorized software, or engaging in activities that could compromise network security.

- **Email Use**: Company email accounts are to be used for business communications. Employees should exercise caution with email attachments, avoid sending confidential information unless encrypted, and refrain from spamming or forwarding chain letters.

- **Software Use**: Only licensed software approved by the IT department may be installed on company devices. Employees must respect copyright laws and refrain from unauthorized copying or distribution of software.

4. Security Responsibilities

- **Password Security**: Employees are responsible for creating strong passwords and safeguarding them from unauthorized use. Passwords should not be shared with others or stored insecurely.

- **Data Security**: Employees must protect sensitive and confidential company data from unauthorized access, disclosure, or destruction. Encryption and secure storage methods should be used when handling such information.

- **Malware Protection**: Employees should not download or install software from untrusted sources and must promptly report any suspicious activities or security incidents to the IT department.

5. Monitoring and Enforcement

- **Monitoring**: Arkan Graphics reserves the right to monitor IT resources and internet usage to ensure compliance with this policy and investigate any suspected violations.

- **Consequences of Non-Compliance**: Violations of this policy may result in disciplinary action, up to and including termination of employment or legal action, depending on the severity and recurrence of the offense.

6. Policy Review

- This IT and Internet Usage Policy will be reviewed periodically and updated as necessary to reflect changes in technology, business practices, or regulatory requirements.

7. Contact Information

- If you have any questions or concerns about this policy or IT usage at Arkan Graphics, please contact the IT department.