

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

## Internet Policy

*State of Alabama*

Company Name: \_\_\_\_\_

Last Updated Date: \_\_\_\_\_

The internet has changed the way that we all act and interact. At \_\_\_\_\_ (the "Company"), we recognize that all employees utilize the internet in their day-to-day lives. This Internet Policy was created to ensure that those working for or with the Company are using the internet responsibly, so as to ensure the interests of the Company are protected.

We believe that your success is our success. That's why we've developed this Internet Policy to help outline our policies and procedures and to help guide you throughout your relationship with us.

The purpose of this Internet Policy is not only to help you ensure a fruitful working relationship with the Company but also to clarify the specific rules regarding usage of the internet while at work or while you are representing the Company.

Your personal activity on the internet may be subject to this Policy if it impacts the business of the Company, Company employees, or your work at the Company.

Please take the time to read and review this Internet Policy as thoroughly as possible. If you have any questions, please reach out to your supervisor. This Policy is to be read in conjunction with any other workplace policies you have received, including those about appropriate conduct. Employees who do not abide by this Policy may be subject to disciplinary action, up to and including termination.

The following definition will be used for "social media" in the context of this Internet

Policy: mobile and web-based applications for user-generated content, communication, and social interaction. This definition includes, but is not limited to, the following social media platforms: blogs, online communities, discussion forums, review sites, Instagram, Twitter, Facebook, LinkedIn, Snapchat, Youtube, Reddit, Google+ and any other related or similar websites.

### **Confidentiality**

Your work at the Company should generally be considered confidential. This confidentiality extends to any internal and external communications made as a result of your work with the Company through the internet, such as e-mail, text messages, voicemail, or other appropriate means of electronic communication. All communication made as a result of your work with the Company should be professional, not personal, communication. The communications you make in this regard may be subject to discovery in litigation.

### **Monitoring**

The Company reserve the right to monitor your electronic communications and content, including files, folders, and internet usage undertaken while at work or on company devices.

### **Company E-Correspondence**

A wide selection of communication methods may be used in the Company. At minimum, they include SMS/text messaging, email, media, voicemail and instant messaging, and are on and through electronic devices such as telephones, computers, Internet and mobile devices (cell phones, tablets, etc.). These, as well as their contents, such as physical and digital files, data, and operating programs, will be further referred to as "e-correspondence." All forms of e-correspondence are strictly for professional use as they are the exclusive property of the Company.

The following list and standards regarding e-correspondence is not comprehensive as the Company has the right to adjust the rules if necessary. All forms of e-correspondence that: (1) can identify the Company; (2) can be accessed on the Company's property; and (3) can be accessed by using company funds or on equipment provided by the Company will adhere to the following rules:

- a. Employees may not, under any circumstances, install personal software on any

Company-owned computer system. Employees may not use e-correspondence for any activity such as patent, copyright, or trademark infringement, libel, slander, or unauthorized sharing of trade secrets. E-correspondence shall not be used against the Company's best interest or be activity that can be considered illegal. E-correspondence shall adhere to Company policy and shall not constitute harassment, use of obscene or discriminatory language. Any activity thereof will be subject to discipline up to and including termination.

b. Employees must make all e-correspondence as accessible as possible within the Company. Employees do not own any e-correspondence, be it confidential or password protected. Personal passwords used on company devices are considered Company property and may be overridden at any time, if necessary. The Company may keep all passwords, codes, etc. on record. The Company maintains the rights to all information created by an employee on the property or transmitted to the premises.

c. The Company may ensure violations of Company policy and applicable law do not occur by monitoring the employee and their activity. The Company may view all e-correspondence and digital information, including blogs and other social media, at any time. Any and all information created or obtained by the employee may be disclosed to the Company, if necessary.

d. Employees may not encrypt programs or install encryption software with any email communications. Employees may not use any form of anonymous correspondence. Employees shall not have access to any e-correspondence of third parties or other employees under any circumstances.

e. All devices for receiving and recording information such as computers, telephones of any kind and fax machines or scanners may not be used for transmitting sensitive information or sharing Company secrets.

f. Use of Company-funded communication services, websites and the Internet is permissible for Company-related business only. Prior approval must be requested before any information about the Company, its products, or services can appear in the electronic media to be accessed by others.

## **Social Media Policy**

Please be advised that this Policy asks you to assume that all of your online activities are publicly visible and available at any given time. You may be subject to termination for violating any of the Company's internal policies, such as posts which may display

unlawful harassment or discrimination or which may include racial slurs, epithets, and/or derogatory remarks, stereotypes, jokes, offensive visuals based on race, national origin, age, disability, marital status or other legally protected classifications.

Personal social media use is not permitted at work.

Personal social media use is not permitted on Company devices.

Employees who are permitted to access the Company social media accounts in order to post content online will be specifically notified as such in writing. If you are not one of these employees, you may not utilize the Company's official social media accounts or represent the Company online in any way.

If you are permitted to officially represent the Company online, the following guidelines apply:

- Be respectful and polite. Never get into arguments with customers or clients.
- Avoid making promises. If you are dealing with a customer service issue, always offer to speak to the customer or client on the phone, rather than making express promises online.
- Do not answer questions that are not within your expertise. If you need help from senior managers, ask before you post.
- Follow all written Company guidelines, such as the Company's employee handbook, privacy policy, confidentiality policy, and any other written documents.
- Never share sensitive Company information, even if it is not subject to a written policy. Sensitive Company information includes customer and client lists, marketing strategies, financial information, protected intellectual property, sales numbers, or any other information which is not generally publicly available.
- Remain in constant contact with the marketing team regarding content you post.
- Avoid deleting customer or client comments or questions, even if you disagree with them.
- Do not post anything which may display unlawful harassment or discrimination or which may include racial slurs, epithets, and/or derogatory remarks, stereotypes, jokes, offensive visuals based on race, national origin, age, disability, marital status or other legally protected classifications.
- Correct false information about the Company as soon as possible.
- Never violate the intellectual property rights of any third party. Obtain proper permission to use any content, and always use the correct attribution form.
- Be mindful of the following rules:
  - \_\_\_\_\_

While your activities on your own time and devices are your own business and responsibility, the Company requests that you keep the following in mind for your own personal social media activities:

- Always act according to the terms and conditions of the social media websites you are posting on.
- Ensure that you make clear your views are not the Company's views, through disclaimers.
- Always act lawfully.
- Avoid discussing illegal activities, such as drug use.
- Always ask others for permission before posting about them.

Please keep in mind that you are an at-will employee, and if the Company discovers any objectionable content on your personal social media accounts, you may be subject to termination.

While adhering to the Company's policies, employees are encouraged to use their social networking platforms to support our activities through their personal social media accounts.

You are legally responsible for anything you post on your personal social media accounts, including failure to disclose relationships in marketing, or posting about any unlawful activity. If you violate any laws while posting on Company social media accounts, you may be required to indemnify the Company for any damages caused.

All employees are required to comply with the rules and regulations listed in the Employee Handbook, as well as this Policy.

Please place cell phones on vibrate mode, silent mode or completely powered off during work meetings as a courtesy to others.

For any questions, please see your supervisor.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_