

# Computer Use Policy



This Model Policy can be used to prevent perhaps the most common form of employee time theft-use of company computers and internet during work hours to carry out social networking and other personal activities.

The purpose of this Policy is to outline acceptable and unacceptable use of any computer equipment and other technology by all employees of the XYZ Firm (the "Firm"). These rules and restrictions herein are in place for the protection of all employees and the Firm.

**HR managers in any part of the country can adapt this Model Policy for use at their own workplace.**