Internet Usage Policy

Today, as a result of the rapid development of technology, information has become easily accessible. Especially with the digitalization of critical systems, the concept of cyber security should be evaluated within the scope of corporate information security. Both our personal e-mail and other accounts, personal computers, and corporate information systems can be constantly exposed to cyber attacks.

Based on this, the following principles were adopted by the _____'s Board of Directors on _____ in order to inform the employees and ensure cyber security.

- Internet service is provided first and foremost for the Company's business activities. Individual use is acceptable as long as the use is made reasonably, sensitively and responsibly, especially considering the time spent accessing the Internet for employees' personal business.

- Users may use IT resources only for educational, scientific and academic purposes, and they may not post any commercial, political, public morality, advertisements, announcements, propaganda, unsolicited messages (spam), etc. It should not be used for data and message transfer containing content. Care should be taken not to enter movie, game, betting and gambling sites.

- Users are responsible for the computer on which they use the internet service and any illegal transactions made with this computer. At the same time, users are responsible for any illegal transactions that may occur if computers are used by third parties.

- Email and other account passwords should be strong, changed periodically, not shared with second and third parties, and deceptive messages sent via email, such as password changes or quota exceedances, should not be relied upon in any way. Users are responsible for losing their passwords or unauthorized access to their accounts.

- There is no reasonable expectation of privacy or confidentiality for employees using the internet network established within the company. The company uses SECURE NETWORK SERVICES to record internet searches and block access to sites and links that are not suitable for employee use. The system in question is managed by the IT Department and monitored by Department Managers and the Board of Directors. The firewall is tested periodically to detect possible deficiencies or gaps in the system.

Jotform Automatically create polished, fillable and signable documents Clone the document for free!

- Employees cannot use the internet against the interests of the Company or in a way that would put the Company and its partners in a difficult situation or damage its corporate reputation. For example, subscribing to websites containing prohibited or unlawful material, or using or downloading copyrighted content of third parties without the express permission of the copyright owner.

- The Company reserves the right to interrupt Internet access without prior notice if it is suspected of a security breach requiring immediate action or if it considers that the Company's network and/or computer systems are at risk.

- If the principles set out in this policy are not complied with, action shall be taken against the relevant employee/employees in accordance with the Disciplinary Regulation and sanctions appropriate to their actions shall be applied.

Board Chairman

Name

Date

Signature

Board Member

Name

Date

Signature

Board Member

Name

Date

Signature

Jotform Automatically create polished, fillable and signable documents Clone the document for free!

Jotform

This document is a PDF copy of **Internet Usage Policy** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.

Edit PDF

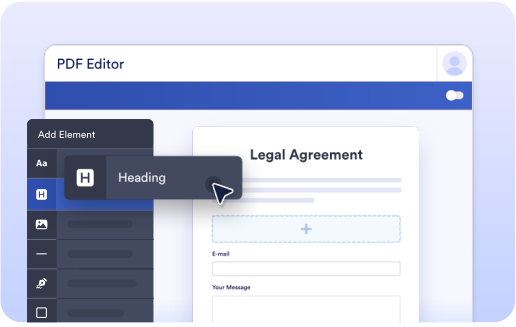
Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

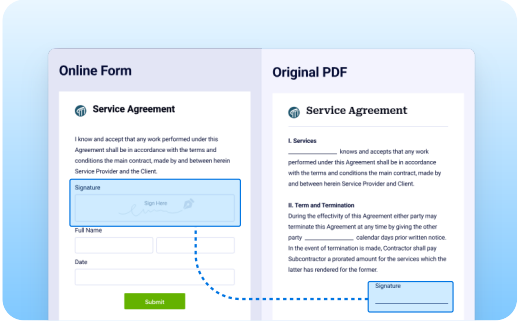
jotform.com/products/pdf-editor/



Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

jotform.com/products/smart-pdf-forms/



Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

jotform.com/products/sign/

These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.