Model employee acknowledgment and consent

I have read and agree to the following policies governing the use of [the Company]’s technology environment. I understand that a violation of any of these policies may result in disciplinary action, including possible discharge, as well as civil and criminal liability.

Policies: (initial beside each policy to indicate having read, understanding, and agreeing to abide by it)

\_\_\_\_\_\_\_ Introduction / Policy Statement

\_\_\_\_\_\_\_ No Expectation of Privacy (Monitoring)

\_\_\_\_\_\_\_ Appropriate Use

\_\_\_\_\_\_\_ Confidentiality

\_\_\_\_\_\_\_ Personal Use

\_\_\_\_\_\_\_ Electronic Mail

\_\_\_\_\_\_\_ Voicemail

\_\_\_\_\_\_\_ Ownership of Information, Data and Software

\_\_\_\_\_\_\_ Information Security

\_\_\_\_\_\_\_ Message and Document Creation and Retention

\_\_\_\_\_\_\_ Remote Access

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your cooperation in properly using [the Company]’s information technology resources.