Date

Author

IT Policy - [Company Name]

## Purpose

This IT policy establishes guidelines and rules for using the company's IT resources and ensures the protection of the company's information and systems, especially during offboarding.

## Use of IT Resources

1. *Authorized Use:*

* The company's IT resources are only permitted for work-related purposes. Personal use is not allowed unless expressly approved by management.

1. *Email and Communication:*

* The company's email system and communication tools must be used responsibly and follow the company's guidelines. Email communication is not private and may be monitored when necessary.

1. *Software and Licenses:*

* Only licensed software may be installed and used on the company's computers and network. Users must adhere to license terms and report any license violations.

1. *Backup:*

* All critical company information must be regularly backed up according to the company's guidelines to minimize data loss in the event of technical issues or security incidents.

## Security Measures During Offboarding

1. *Immediate Access Deactivation:*

* Upon notification of an employee's termination, the IT department must immediately deactivate the employee's access to all company IT resources, including networks, email, and software.

1. *Security Check and Data Handling:*

* Before the employee's final working day, a thorough security check must be conducted to ensure that no company information is stored on the employee's personal devices or email accounts.
* All company information and equipment belonging to the employee must be returned according to company guidelines.

1. *Return of Company Equipment:*

* The employee must return all company computers, devices, and accessories in good condition. Any equipment not returned must be reported.

1. *Security Awareness:*

* The employee shall be informed about the importance of not using or attempting to access the company's IT resources after the termination of employment. This includes a clear understanding that unauthorized access may result in legal action.

## Policy Monitoring

The IT department shall review and update this IT policy regularly to ensure its continued relevance and effectiveness.

The company protects its IT resources and data from potential threats by adhering to this IT policy and the specific security measures during offboarding. It ensures a secure and smooth transition for departing employees.