

Staff Technology Conduct Standards

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name]

Subject: Technology Conduct Standards

Dear [Staff Member's Name],

As part of our ongoing commitment to maintaining a professional and secure working environment, we would like to remind all staff of the technology conduct standards that are expected to be followed. Please refer to the guidelines outlined below:

- Use company-provided technology and resources for work-related purposes only.
- Maintain the confidentiality of sensitive information at all times.
- Access and use software and applications in a legal and ethical manner.
- Report any suspicious activity or potential security breaches immediately.
- Ensure that personal devices comply with company security protocols if used for work purposes.

Your cooperation in adhering to these standards is crucial for fostering a safe and productive workplace. If you have any questions or require further clarification on any points, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]