

Acceptable Use Policy

Owner	Tomas Achebe
Document version	1.0
Proposed by	Tomas Achebe (reviewer), 17 Sep 2026, 13:00 UTC
Approved by	Priya Venkataram (administrator), 17 Sep 2026, 13:22 UTC
Automatic check	Passed: the rule checks and the AI review found no issue
Next review	17 Sep 2027

Purpose

Staff know how company laptops, accounts and data may be used.

Scope

All employees and contractors, on company or personal devices that reach company data.

Rules

1. Company laptops use full-disk encryption and automatic screen lock after five minutes.
2. Customer data stays in approved systems and is never copied to personal accounts or chat.
3. Software that handles company data must be on the approved tools list; new tools are requested from the VP Engineering.
4. Lost or stolen devices are reported within one hour so they can be locked and wiped.

Ownership and review

Owner: Tomas Achebe (VP Engineering). Reviewed every 12 months.

Log entry 121 of Verification/events.jsonl

Entry hash (SHA-256) fca5c94fd4abc954fab058f74e1456b548544a79908b2ffc568114174c9bde9d