

SAMPLE

Corporate Software Policy

Corporate policy regarding the use of personal computer software.

1. (Organization) licenses the use of computer software from a variety of outside companies. (Organization) does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it except for backup purposes.
2. (Organization) employees shall use the software only in accordance with the license agreements and will not install unauthorized copies of commercial software.
3. (Organization) employees shall not download or upload unauthorized software over the Internet.
4. (Organization) employees learning of any misuse of software or Company IT equipment which could be detrimental to the business of the Company shall notify their immediate supervisor.
5. According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. (Organization) does not condone the illegal duplication of software. (Organization) employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances such discipline may include termination.
6. Any doubts concerning whether any employee may copy or use a given software program should be raised with a responsible manager before proceeding.

I am fully aware of the software use policies of (Organization) and agree to uphold those policies.

(employee signature and date)