Acceptable Use Policy

Beyond

August 2023

Contents

Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC1.4, CC1.5, CC3.1, CC3.2, CC3.3, CC9.9

Table 2: Document history

Date	Comment
Aug 14 2023	Initial document
Aug 18 2023	Initial review

1 Key Takeaways

a. You must use strong passwords and keep them secure.

b. We are entrusted with highly sensitive data. Keep it secret and keep it safe!

c. It's never okay to use your company-issued assets to harass or be disrespectful to others.

d. Beyond owns the IT resources you use, and may monitor them. You shouldn't expect your communications to be private!

2 Purpose and Scope

a. The Acceptable Use Policy lays out key points for everyone at Beyond to keep in mind when using IT resources like the network, laptops and collaboration tools.

b. This policy applies to all technical infrastructure within the organization.

c. This policy applies to all full-time and part-time employees and contractors.

3 Background

a. Effective security is a team effort, which means everybody at Beyond has a crucial role to play. One very important aspect of security is how we use IT resources like the network, laptops, and collaboration tools. This policy lays out key points for everyone at Beyond to keep in mind when using such resources. This Acceptable Use Policy applies to everyone who works for Beyond, including our employees, contractors, and third parties who use our IT resources.

4 Policy

a. *Employee Requirements:*

   i. *Follow Company Policies* - It's common sense, but we have policies that guide us in achieving our organization's mission. These are written to help you figure out how to get things done, keep us secure, and serve our customers! It is therefore essential that you follow all company policies at all times.

   ii. *Strong Passwords* - All systems must have a strong password to safeguard the data they contain. If you find a system where you can't use a strong password, contact your manager immediately. A password qualifies a strong if it contains:

1. At least 9 characters
2. At least one upper-case letter
3. At least one lower-case letter
4. At least one numerical digits or one special characters, such as @, #, $
5. And it is never revealed to or shared with anyone

iii. *Use of Company Resources* - To do your job, you are provided with a variety of resources, such as a laptop, smartphone, network access, Internet access, and online storage for data. These are not only essential tools, but also potential security risks if you don't use them appropriately.

b. *Use of Technology Assets:*

i. The assets you use to perform work for Beyond should be used primarily for your identified job purpose, and protected for their value. The company issues technology assets like smartphones and laptops, as well as resources like Internet access and software.

ii. By using these assets, you agree to keep them safe and secure at all times, and use them only for their intended purposes.

c. *Email Use:*

i. Your Beyond email address is provided for you to achieve our company's mission. Limited personal use is permissible, but remember that it's not your personal email.

ii. Email shall never be used to transmit Internal or Restricted data. If you need to exchange this type of information, a secure file sharing service is required.

d. *Keep Data Confidential:*

i. Our customers trust us with their data, and it is vital that we respect that trust and do everything possible to uphold it. Therefore, you should keep the data you use on a daily basis confidential. Ways of doing that include:

1. Keep control of your physical devices, including laptops and smartphones
2. Don't store company data outside of approved storage locations

e. *Unacceptable Use:*

i. First and foremost, use common sense when using company-provided resources. Be courteous and respectful! You should never:

1. Forward junk emails

2. Use excessive bandwidth (e.g. downloading lengthy videos)
3. Steal copyrighted material
4. Harass, bully, show disrespect towards, or interfere with anyone
5. Use IT resources not managed by Beyond to access company data
6. Use any form of printing or faxing for “Internal” or “Restricted” information

ii. *Personal Usage* - You May use Beyond IT resources for limited personal use, such as checking email, social media, or web browsing. Such use should be reasonable, and it shouldn’t interfere with your assigned job duties or other users.

f. *Monitoring and Privacy:*

i. As part of the company’s dedication to security, we may monitor the use of company-issued resources, including network access and hardware such as laptops or smartphones. By using these resources, you agree to this monitoring and acknowledge that use of these resources does not carry any right to privacy.

g. *Enforcement:*

i. Any exceptions to this policy must be approved by senior management in writing.

ii. Any user found to have violated this policy will be subject to disciplinary actions, up to and including termination of employment.