

# IT Policy & Procedures

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## Who should use this template?

Small to medium sized business owners who use information technology in their business.

## Why use a policy and procedure manual?

This Information Technology (IT) policy and procedure manual is for the small to medium sized business owner and their employees.

The main benefits to having this policy and procedure manual:

- ensures all staff are aware of obligations in relation to selection, use and safety when utilising information technology within the business
- is a proven way to help your managers and supervisors make consistent and reliable decisions
- helps give each employee a clear understanding as to what you expect and allow.

It takes a little effort to complete, but brings definite long-term benefits, reduces disputes, and adds to the professionalism of your business.

## How to complete this template

# Network Policies And Procedures Manual

**Sidney M. Levy, Andrew M. Civitello**

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