

Internet Best Practices

Guidelines for a safer online experience while at work.

► Know the risks

Visiting an infected website or clicking on a malicious link can expose your organization to malware, ransomware attacks, phishing attempts and other cyberthreats.

► Know the rules

Most companies have Acceptable Use Policies that outline what types of sites you can visit. These protect both you and the company. If you don't know the policies, ask your manager for them.

► Know the boundaries

Understand that some sites, like gaming, gambling, social media and adult sites fall well outside the boundaries of acceptable workplace use. Know, too, that these sites often harbor cyberthreats.

► Know the consequences

When you fail to follow the guidelines for workplace web browsing, you open yourself and your company up to all kinds of risk. Even a quick visit to an off-limits site can result in malware being downloaded to your work computer without your knowledge—and possible disciplinary action for you. Don't risk it

- Understanding that danger can lurk anywhere is the first step toward safer workplace browsing.
- If you don't know your company browsing policies, ask your manager to provide them.
- As a rule, if you wouldn't want your supervisor to see it in your browsing history, don't visit.
- Web browsing and work go hand-in-hand. Keep it safe by knowing how to do it securely.