

MEMORANDUM

TO: (LIST OF ADDRESSEES)
FROM: (MEMBER OF THE MANAGEMENT)
SUBJECT: POLICY ON THE USE OF PROTECTED DIGITAL WORKS
DATE: (INSERT)

The purpose of this memorandum is to remind you of (name of company/organisation)'s policy on the use of works protected by copyright on our computers, networks and other digital media.

The unauthorised copying and use of works protected by copyright are illegal and can expose you, yourself and (name of company/organisation), to civil and criminal legal proceedings. This rule applies to all kinds of protected works, including music, films, games and software programs.

Staff are not allowed to save unauthorised copies of works protected by copyright on the computers, networks or other digital media owned by (name of company/organisation), make them available on the Internet, or take part in activities such as file-swapping, which are liable to contribute to or lead to copyright infringements. Moreover, these activities may have serious consequences for (name of company/organisation)'s computer systems and its productivity.

The attached rules and regulations include a detailed description of (name of company/organisation)'s policy on the use of protected works, which establishes disciplinary measures in the event of non-compliance. From today onwards regular checks will be made of all (name of company/administration)'s computers and networks to ensure observance of these rules and regulations, and where necessary unlawful files will be deleted by the manager designated below should you not have done so yourself.

For any questions, do not hesitate to contact (conformity officer).