

## Guidelines for Approved Use of Technology & Time

Company invests in Personal Computer (PC) Hardware and Software because it recognizes the enormous potential of these products in enabling the accomplishment of the Company's business objectives. Company-owned hardware and software assets are tools used to communicate, to improve our understanding, and to run the business more efficiently. However, abuse or misuse of these tools can lead to reduced productivity, wasted company resources, legal liability for the Company and/or individual, and ultimately, missed business results.

In the technology industry, there has been a recent increase in software audits by various government agencies, software vendors and companies representing software vendors. As a result, there has been a heightened awareness regarding software license compliance. Company would like to ensure that we continue due diligence and follow proper procedures. Additionally, assured approved use of Company assets, including hardware and software, has a direct impact on our personal productivity.

We do not intend on becoming, or creating the computer "police." However, this document serves as a reminder of everyone's personal responsibility to use Company PC Hardware and Software assets appropriately.

The following Company guidelines have been established in order to ensure the appropriate use of personal computing assets, while driving continued compliance with license and copyright laws:

- All users must use all software in accordance with any and all applicable license and contract terms and conditions. All users acknowledge that they do not own this software or its related documentation and that unless expressly authorized by the software publisher in writing, may not make additional copies except for archival purposes. If in doubt, please discuss any concerns with your supervisor for clarification.
- Company will not tolerate the use of any unauthorized copies of software. All software installed must be properly licensed and paid for prior to installation. Copies cannot be made without express authorization. If in doubt, please discuss any concerns with your supervisor for clarification.
- Each user is expected to show appropriate care in protecting the assets of the Company. All business data is included within this definition of the assets. Protecting Company assets includes using information security guidelines to manage data and taking steps to prevent physical damage and theft.

## Acceptable PC Use

It is important to reinforce the Company's position on the appropriate (and inappropriate) use of electronic communication systems. Guidelines to ensure acceptable use of Hardware and Software are as follows:

- While the Company recognizes some minimal personal use of its hardware and software, this use should be within reasonable limits. Any personal use should be clearly insignificant, should not interfere or compete with the Company business, should not involve any incremental cost, should comply with Company standards and should not interfere with productivity. If in doubt, please discuss any concerns with your supervisor for clarification.
- Any incident of illicit information or photos (e.g. pornography or morally distasteful pictures/documents, etc.) or inappropriate documents/behavior on a Company-owned computer is a violation of our Company Policy and could lead to further disciplinary action, up to and including termination.

## Fundamentals of PC Hardware & Software Use

With few exceptions, the following policies must be observed:

- The use of Company technology, particularly during standard business hours, to engage in any other non Company related business matter of any kind, is strictly prohibited.
- Users should only install software via the standard Company installation processes.
- Proof of purchase or licenses should be maintained by Operations on the PC.
- Users should not download or install ANY additional/unauthorized software with first obtaining written authorization from Management.
- Company owned office bound computers (including the server) must not be used for any manner of business other than that of the Company.
  - Consistent maintenance needs to be performed as per the company direction & documentation.
- Company owned office bound computers (including the server) must not be used as storage for personal files, pictures, documents, etc. In short, Company resources shall not be used as a personal storage location.
- There should NEVER be a password on an Company PC.
- Exceptions to any of the above should be approved, in writing, through management.

