




Information Security Policy Acknowledgment

Access to Chargebee system resources is a privilege. I hereby acknowledge that all passwords and usernames are to be kept confidential at all times. I also will use strong passwords, protect my workstation(s)/Laptop(s) at all times and will never leave any systems unattended for any reason. I take all responsibility for the level of access granted to myself and ensure the security of the system. By requesting access to Chargebee system resources, I acknowledge that I will install or already have installed virus protection software on my remote (this includes business, home or laptop) system. I understand that failure to do so may result in loss of access rights to system resources and necessary disciplinary actions will be initiated against me. I understand that access to system resources provides users with confidential company and client data, which I am to safeguard at all times, with all the resources available. I am never to disclose any type of confidential company or client data at any time to any unknown or untrusted parties with whom I may come into contact while employed and also after employment at Chargebee.

I hereby accept the responsibility for the information to which I am granted access. I will not exceed my authorized level of system access. I also understand that my use of any system components and other essential IT resources may be monitored at any time, with or without notice. Additionally, I will report all suspicious threats and vulnerabilities to the appropriate organization individual. Furthermore, I understand that violation of this stated policy and policies shared electronically especially "ACCEPTABLE USAGE POLICY", is grounds for being reprimanded, suspended or terminated.

Employee Acknowledgment	
Name of Employee <input type="text"/>	Designation <input type="text"/>
Employee Signature <input type="text" value="Electronically signed by: Antony Shaman"/>	Date <input type="text" value="09/09/2024"/>
Approving Authority Acknowledgment	
Name of Approving Authority Abdul Suhel Khan	Designation Senior Director - ECS
Signature 	Date <input type="text"/>