

## **Code of Conduct Policy**

### **Proper Handling of Source Code and Sensitive Non-Public Information**

It is a violation of the Verizon Code of Conduct to transfer source code, any proprietary, restricted or confidential materials, or any other sensitive non-public information from Verizon-controlled systems or Verizon's premises without proper authorization. This includes the use of external messaging systems or services, such as gmail, yahoo, aol, etc.

Source code and other sensitive, proprietary, or confidential information is vital to Verizon's business and if stored or transferred inappropriately, can result in the loss of Verizon's competitive advantage in the marketplace and also in liability to third parties if their information is compromised. Source code must be handled securely and used in a controlled environment. As there are many source code repository systems throughout Verizon, ensure you are following the proper procedures related to your business group. For more information regarding the specific source code repository system for your group, please contact your supervisor or Verizon sponsor.

Verizon monitors system use in order to safeguard company information and to detect and protect against improper use, including activities that violate Verizon's policies. Violations of this policy can result in disciplinary action, including termination of your employment or other relationship with Verizon.

#### **ACKNOWLEDEMENT:**

Arpit Panwar

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**Contracting Firm's Employee or Individual**

18-11-2022

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**Date**