

## **CLARITY, SECURITY AND TRANSPARENCY**

**Job-Related and Private Use  
of the IT Systems**



# CLARITY, SECURITY AND TRANSPARENCY

It often makes sense to avoid mixing business with pleasure, but it can be difficult to keep them separate when company IT systems and electronic communication tools are also being used for private purposes. In order to enable limited private use of the Fresenius IT Systems, we have cooperated with the central works council and the speakers committee of the executive employees to draw up some clear and transparent rules.

Work duties may not be impaired in any way due to private use of the Fresenius IT Systems, and their security and functionality must be ensured at all times. Moreover, any necessary controls and statutory supervisory duties must be undertaken.

At the same time, the special protection of your privacy is very important to us, as are transparency and clarity with regard to the handling of our employees' private data.



## **Private Use: What you need to consider**

Limited private use of the Fresenius IT Systems is possible under two conditions:

- 1.** You must sign a declaration of consent that legitimate access by Fresenius to the Fresenius IT Systems may also apply to your personal data.
- 2.** You restrict yourself to making only limited use of the Fresenius IT Systems for private purposes.



## Data access: What Fresenius needs to consider

There are clear rules for Fresenius regarding the circumstances under which data may be accessed. There are both legal provisions as well as specifically agreed rules in the Central Labor-Management Agreement or the corresponding Executive Employee-Company Agreement.



## Basic rules for IT use for all employees

When using the Fresenius IT Systems, whether for personal or business purposes, there are a few important rules that you always need to keep in mind.



Our information brochures as well as the Central Labor-Management Agreement and the corresponding Executive Employee-Company Agreement you can find on the Intranet of Fresenius SE & Co. KGaA.

MY PORTAL **OUR COMPANY** DEPARTMENTS SERVICES

Our Company > Company Guidelines > Company Guidelines FSE

**Company Guidelines FSE**

On the following pages you will find the following com

**Use of IT Systems**

Company Guideline 3

U4 - Journey and expenses guideline

(Für Mitarbeiter von Fresenius Kabi gelten folgende E  
<https://kabi.intra.fresenius.com/guidelinesandp-Policy.aspx>)

U7 - Enterprise Guideline

U15 - Enterprise Guideline

U16 - Guideline on Network Security

## **If you have any questions, we'll be glad to help!**

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If you experience any technical difficulties with the  
electronic declaration of consent or the electronic revocation,  
simply call your IT hotline!

### **Imprint**

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