

Acceptable Use Agreement

Developed by Elven Enterprises for FrodoTech

This Acceptable Use Agreement covers the entirety of communications throughout the FrodoTech network, security of said network and use of all FrodoTech information and IT resources. It also includes the use of email, internet, voice and mobile IT equipment associated with work at FrodoTech. This agreement applies to all FrodoTech employees, temps and contractors (who use company IT equipment).

This agreement applies to all information, in whatever form (digital or otherwise), relating to FrodoTech business activities regionally and nationally, and to all information handled by FrodoTech relating to outside organizations with whom it deals.

Computer Access Control – Employee Responsibility

Access to the FrodoTech IT network is controlled by Elven Enterprises. All User IDs and passwords are to be uniquely assigned by Elven Enterprises but employees are accountable for all actions on the FrodoTech IT systems.

Employees must NOT:

- ☐ Allow anyone else to use their user ID and password on any FrodoTech IT system.
- ☐ Leave their accounts logged in at an unattended computer.
- ☐ Use someone else's user ID and password to access FrodoTech IT systems.
- ☐ Leave their password unprotected.
- ☐ Execute any unauthorized changes to FrodoTech IT systems or information.
- ☐ Attempt to access data that they are not authorized to use or access.
- ☐ Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- ☐ Connect any non-FrodoTech authorized device to the FrodoTech network or IT systems.
- ☐ Store FrodoTech data on any non-authorised FrodoTech equipment.
- ☐ Give or transfer FrodoTech data or software to any person or organization.

Internet and email Conditions of Use

Use of FrodoTech internet and email is intended for business use. Personal use is permitted in areas that do not affect the individual's productivity or performance and is not a security risk to FrodoTech in any way.

All employees are accountable for their actions on the internet and email systems.

Individuals must not:

- ☐ Use the internet or email for harassment or abuse of other employees or any other human beings for that matter..
- ☐ Use profanity, obscenities, overtly racial, insensitive or other derogatory remarks in communications.
- ☐ Access, download, send or receive any data (including images), which FrodoTech considers offensive in any way, including sexually explicit, discriminatory or defamatory.
- ☐ Use the internet or email to make personal gains, run "Side Hustle's" or conduct personal business.
- ☐ Post any information on the Internet that relates to FrodoTech, alter any information about it, or express any opinion about FrodoTech, unless they are specifically authorized to do this.
- ☐ Send unprotected sensitive or confidential information to external receivers.
- ☐ Forward FrodoTech mail to personal FrodoTech email accounts (gmail account for example).
- ☐ Make commitments through the internet or email on behalf of FrodoTech unless authorized to do so.
- ☐ Download copyrighted material such as music media (MP3 or MP4) files, film and video files without appropriate approval.
- ☐ Download any non-relevant software from the internet without prior approval of the IT Department.
- ☐ Connect FrodoTech devices to the internet using non-approved devices.

Clear Desk and Clear Screen Policy

In order to reduce the risk of losing information or unauthorized access, FrodoTech enforces a clear desk and screen policy as follows:

- ☐ Personal and/or confidential business data must be protected using the security features provided by Stone Wrought Technology.
- ☐ Computers must be logged off/locked or protected with a screen locking device or controlled by a password when unattended.

- ☐ Care must be taken to not leave physical, confidential material on printers or photocopiers.
- ☐ All business-related printed material must be disposed of using shredders or secure bins marked for regular destruction by a service.

Working Off-site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- ☐ The FrodoTech Virtual Private Network (VPN) shall be used exclusively when accessing the HQ network or traveling.
- ☐ Commuting for business and working away from the office must be in line with FrodoTech remote working policy.
- ☐ Laptops must be locked in non-visible areas when left in vehicles (trunk or glove box for example).
- ☐ Laptops must be carried as carry on luggage when traveling.
- ☐ Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- ☐ Public Wifi must never be utilized while using devices to access the internet; hotspots or private connections only.

Mobile Storage Devices

Mobile devices such as flash drives, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only FrodoTech authorized mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

Software

Employees must only use software that is authorized by FrodoTech on FrodoTech computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on FrodoTech computers must be approved and installed by the FrodoTech IT department.

Viruses

Elven Enterprises has implemented automated virus detection and antivirus software which update periodically within the FrodoTech IT structure. All PCs have antivirus software installed to detect and remove any virus automatically.

Employees must not:

- ☐ Remove or disable anti-virus software.

- ☐ Attempt to remove virus-infected files or clean up an infection, other than by the use of approved FrodoTech anti-virus software and procedures.

Telephony (Voice) Equipment Conditions of Use

Use of FrodoTech voice equipment is intended for business use. Individuals must not use FrodoTech voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications.

Employees must not:

- ☐ Use FrodoTech voice for conducting private business.
- ☐ Make "prank" calls or threatening calls to internal or external destinations.
- ☐ Accept reverse charge calls from domestic or International operators, unless it is for business use.

Actions upon Termination of Contract

All FrodoTech equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to FrodoTech at termination of contract.

All FrodoTech data or intellectual property developed or gained during the period of employment remains the property of FrodoTech and must not be retained beyond termination or reused for any other purpose.

I have read and understand the terms and conditions of this Acceptable Use Agreement.

Employee name (Print):

Employee Signature:

DATE:

Date	Employee	Change
04/15/2024	Steve Cherewaty	"Updated Acceptable Use Agreement"