

	GILES CHEMICAL A DIVISION OF PREMIER CHEMICAL LLC		
	INFORMATION TECHNOLOGY – IT Password Policy		
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This informal password policy should be used by ALL Giles staff effective immediately.

#### BASICS

Giles uses several system logins and passwords to access a variety of applications, data and systems. Your login(s) and password(s) are your responsibility. Some passwords are also used to access other associates, partners, affiliates, vendors, clients and customers information. So responsibility and discretion should be applied to these passwords as well.

You are representative of Giles Chemical and therefore are expected to use and respect Giles resources and policies. This includes any and all relationships that Giles has with other businesses and individuals.

#### SECURITY

It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles password(s)/login(s) to management or Information Technology immediately or as soon as possible when one of these situations occurs. Never give your password to anyone without the consent of management or IT. Giles passwords should only be saved or downloaded to Giles equipment unless IT has been notified of another need. Passwords should not be written down.

#### ACCESS

Giles permits remote access of several systems.

Passwords may be saved in these instances only when on a private (home use machine or laptop). If there is a need to use a public machine to access Giles systems, then be sure to NOT save any passwords, clear cache/cookies, and reboot the machine that was used to access Giles systems.

#### RESPONSIBILITY

It is your responsibility to protect your password. You are accountable for the usage of your password and login. Giles does log access and activity associated with logins and passwords. These logfiles can be viewed at anytime and for any reason.