

NovaMente Soluções Cognitivas

Document 14 — Equipment & Technology Use Policy

Version 1.0 · January 2025 · HR & Culture Department

Introduction

NovaMente provides employees with the tools and technology they need to do their work effectively. This policy defines the responsibilities that come with using company-owned equipment and technology resources, the standards employees must maintain, and the boundaries between acceptable and prohibited use. It complements Document 13 — Information Security Policy, which addresses the security-specific requirements for technology use.

Company Equipment

Issued Equipment

All full-time employees receive a company-issued laptop at the start of their employment, configured by the Engineering team with the software and security controls required for their role. Equipment remains the property of NovaMente at all times and must be returned in good working condition upon departure from the company. Additional peripherals — such as monitors, keyboards, or headsets — may be issued based on role requirements and are subject to the same return obligation.

Care and Maintenance

Employees are responsible for the reasonable care of company equipment. This means keeping equipment in a clean and functional condition, protecting it from physical damage, not leaving it unattended in insecure locations, and not allowing non-employees to use it. Equipment should be transported in a protective case when carried outside the home or office.

If company equipment is damaged, malfunctions, or is lost or stolen, the employee must notify the Engineering team immediately. Damage resulting from negligence or misuse may result in the employee being asked to contribute to the cost of repair or replacement. Damage from normal wear or accidental events beyond the employee's control will be covered by NovaMente.

Software and Applications

Employees must not install unauthorized software on company devices. The approved software list for each role is maintained by the Engineering team. Requests to install additional software must be submitted to the Engineering team with a business justification. The use of pirated, unlicensed, or unverified software on company devices is strictly prohibited.

Acceptable Use of Technology

Company technology resources — including devices, software, internet access, and communication tools — are provided primarily for work purposes. Limited personal use is permitted during non-work time, provided it does not involve illegal activity, violate this or any other NovaMente policy, compromise the security of company systems, or consume significant network or system resources.

Prohibited Uses

The following uses of company technology are prohibited: accessing, storing, or distributing material that is illegal, obscene, or discriminatory; using company resources for personal commercial activities or external businesses; attempting to bypass, disable, or circumvent security controls; using company accounts or systems to send spam, phishing attempts, or unsolicited mass communications; installing or using cryptocurrency mining software; accessing systems, networks, or data that the employee is not authorized to access; and using company technology resources in a way that violates NovaMente's Code of Ethics and Conduct.

Monitoring

NovaMente may monitor the use of company systems and technology resources to the extent permitted by applicable law and for legitimate business purposes, including security monitoring, compliance verification, and incident investigation. Employees are informed of this possibility by this policy and have no reasonable expectation of privacy when using company-owned systems. Personal devices used to access company systems through approved methods are subject to security monitoring of the access session but not of the device as a whole.

Communication Tools

NovaMente provides approved communication and collaboration tools for internal and external communications. These tools are the primary channels for professional communication and must be used in accordance with NovaMente's communication norms described in Document 17 — Internal Communication Policy. Employees should have no expectation that communications on company-provided tools are fully private — while NovaMente does not conduct routine surveillance of employee communications, access to these communications may be required for legitimate business, legal, or security reasons.
