

1. Passwords to the Company network and other operating systems will not be revealed to anyone in or outside the company.
2. Network access will be solely for use in conducting Company business.
3. Software programs not registered and belonging to Mashreq will not be installed on any Company computer or network without the consent from the authorized entities.
4. No software program owned by Mashreq will be removed or transferred for any reason from Company property.
5. Company information will not be shown or revealed to anyone outside Mashreq, without authorization and verification of properly executed Non-Disclosure Agreement.
6. Upon termination, all copies of information media regarding Mashreq and its business will be returned immediately.
7. The employee understands that any electronic or telephonic system may be monitored when there is a legitimate business purpose. The employee should have no expectation of privacy in using company communication equipment.
8. Revocation of access is at the Company's discretion.
9. Employees should hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations, and shall not be used for any other purpose, or disclosed to any third party.
10. Employees must keep any Confidential Information in their control or possession in a physically secure location to which only the employee and other persons who have signed a confidentiality agreement with have access.
11. Employee would not remove any Confidential Information unless, and to the extent that, he/she obtain written pre-authorization. Whenever pre-authorized, the employee agree to take all necessary steps to keep such Confidential Information secure and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
12. Employee shall maintain the absolute confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others always, and in both professional and social situations.

13. Employee agrees to comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
14. Employee agrees that upon demand by management, to return all confidential information, including prototypes, code, written notes, photographs, sketches, models, memoranda or notes taken.
15. Employee would not disclose confidential, personal and/or proprietary information to any employee, consultant or third party unless they agree to execute and be bound by the terms of this agreement and have been approved by Mashreq in an official, legal capacity.
16. Employee shall perform company work only using the designated computer systems as recommended by the Company.
17. Employee agrees to consider that the designated system/s as belonging to the Company whether the hardware was purchased by the Company or by himself and will be considered as the extended computer network of the company
18. The designated systems would be used in a physical environment which would be considered as the "Extended Office Space" of the company.
19. The Company may monitor activities on the system as part of the information security requirements of the Company
20. The Company may audit my physical and computer facilities as it may find it necessary.
21. The Employee undertakes the responsibilities of maintaining the physical, logical and data security measures in respect of the use of the designated systems that will be required to meet the obligations of the company to its customers and the regulatory authorities.
22. The Employee shall not use any unlicensed software on the device for carrying on any activities of the Company.
23. In the event that employee contravene any part of this undertaking, he/she shall be liable for necessary disciplinary actions as per the policy of the company.
24. Employee agrees to protect equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this document apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

25. Employees are mandated to read the ISPM policies and follow these policies that as applicable as per their job profile.
26. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
27. Employee understands that all equipment, records, and materials provided by Mashreq shall remain the property of Mashreq and that the employee will return all Mashreq-owned property after remote work has ended.