

# **Code of Conduct - Using Company Property**

Conrad Labs trusts its employees with a wide range of technology and other tools that make it possible to do their jobs effectively, and these tools must be used wisely.

## ***Using company technology appropriately***

The computers, mobile phones, and other devices that Conrad Labs provides are company property. The same is true of the company's email system and Internet access. A certain amount of personal use is permitted, but company technology should mainly be used only for business purposes.

Since all of these devices, tools and technology belong to the company, employees should not have any expectation of privacy in their use. Conrad Labs may monitor anything created, stored, sent, or received on company technology, to the extent allowed by law. Do not use company technology to violate the law or Conrad Labs policies or to create, store, or send content that others might find offensive.

It is also important to carefully avoid any usage that might lead to loss or damage, such as a breach of the company's IT security protocols.

## ***Use of funds and physical assets***

Company property also includes Conrad Labs' brand and reputation, funds, facilities, and employee work time.