

ACCESS TO AND USE OF BMW SA'S IT SYSTEMS

I hereby agree, by way of my signature below, to adhere to the following conditions:

1. General Guidelines:

I shall only disclose, make accessible, use or access any data of BMW SA or its affiliates for the legitimate business purposes of BMW SA and in accordance with the allocated authorisation levels. This requirement applies at all times and extends beyond the working hours and completion of duties at BMW SA. I understand that special conditions apply to data privacy and personal information in terms of South African and international legislation and I shall adhere to the relevant legislation at all times. I agree to adhere to the **BMW Group Privacy Corporate Rules** (<http://privacy.bmwgroup.net>). I shall not disclose my password for BMW System Access to ANY PERSON WHOMSOEVER OR ENTITY WHATSOEVER other than to designated and authorised persons in the IT Department solely for purposes of systems administration in exceptional circumstances. I shall ensure that my password is changed immediately upon such systems administration tasks having been completed. I have read and understood and shall abide by the **BMW (SA) Company Policy** dealing with **Security** (http://intra.bmwgroup.net/ZA/en/1_General_Information/Company_Policies/index.htm) and the **BMW Group Policies and IT security Instructions** available on the intranet under: <http://regulations.muc/>

I hereby agree that any communication made or received by using BMW SA's infrastructure, including, but not limited to e-mail, facsimile or Internet communication, may be stored, intercepted and/or monitored and/or accessed by BMW SA as part of its general IT security and capacity management processes. I understand that this shall include any communication made and received when working remotely or off-site from BMW SA's premises while using BMW SA's IT infrastructure/Systems.

I understand that access to BMW SA's Systems is provided solely for purposes of conducting the business of BMW SA. I acknowledge that BMW SA permits a REASONABLE DEGREE OF PRIVATE USE of its communication infrastructure, in particular: text-based e-mail communications (without attachments) and the use of Internet Access for Internet Banking or a limited degree of information gathering (no downloading of files). I shall not abuse these privileges by accessing or disseminating pornographic, racist, religious, political or similar content. I shall not send, reply to or forward so-called chain letters or e-mail containing attachments that are not BMW SA business related. I shall not use these privileges for any personal endeavours, including but not limited to commercial, charitable, illegal or political endeavours

I agree that all actions and transactions I perform on BMW's Systems can be monitored and audited by BMW ZA.

2. 3G & Teleworking Access:

I understand that Teleworking access to BMW SA may only be conducted on BMW SA OWNED PC's or LAPTOPS.

I agree to use this Teleworking/3G facility for business purposes only. I expressly agree not to use this facility for any private purpose whatsoever.

I acknowledge that teleworking access generates additional costs and should therefore only be provided to users who:

Regularly (at least 8 hours per week) need to access BMW SA Systems from remote/ off-site locations as part of their normal work responsibilities or to perform critical systems support functions that require urgent system access at any time of the day to minimize adverse business impact in the event of a system problem.

It is my responsibility to NOTIFY the IT Department and RETURN all equipment in the event that I no longer require the access, or any associate reporting to me, no longer requires the access or has left BMW SA. Should it be required that the equipment be transferred to another user, I shall Duly inform the IT Department thereof.

I acknowledge that all successful applicants for Remote Systems Access will be provided with a RSA Secure Token.

I understand that the costs of the RSA Secure Token will be charged at 5.50 Euro per month and that THESE COSTS WILL BE CHARGED DIRECTLY TO THE COST CENTER SPECIFIED BY THE (UNDERSIGNED) GENERAL MANAGER.

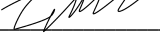
3. System Log-On Credentials:

I shall not disclose, share or compromise my password in any way.

I shall only use my user-ID for legitimate and official business purposes within the constraints of my formal duties and shall not use it for any personal gain.

I (full name), Moshe John Gideon Matabologa hereby agree to abide by the conditions outlined above.

Signed at (place) Pretoria on (date) 2024/01/12

Associate Signature: 

Senior Manager Name: _____ Senior Manager Signature: _____

Date: _____