

REMOTE ACCESS POLICY

1. Overview

Remote access to our corporate network is essential to maintain our Team's productivity, but in many cases, this remote access originates from networks that may already be compromised or are at a significantly lower security posture than our corporate network. While these remote networks are beyond the control of Hypergolic Reactions, LLC policy, we must mitigate these external risks to the best of our ability.

2. Purpose

The purpose of this policy is to define rules and requirements for connecting to DevEngineers 's network from any host. These rules and requirements are designed to minimize the potential exposure to DevEngineers from damages that may result from unauthorized use of DevEngineers resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical DevEngineers internal systems, and fines or other financial liabilities incurred as a result of those losses.

3. Scope

This policy applies to all DevEngineers employees, contractors, vendors, and agents with a DevEngineers-owned or personally-owned computer or workstation used to connect to the DevEngineers network. This policy applies to remote access connections used to do work on behalf of DevEngineers, including reading or sending email and viewing intranet web resources. This policy covers any technical implementations of remote access used to connect to DevEngineers networks.

4. Policy

It is the responsibility of DevEngineers employees, contractors, vendors, and agents with remote access privileges to DevEngineers 's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to DevEngineers.

General access to the Internet for recreational use through the DevEngineers network is strictly limited to DevEngineers employees, contractors, vendors and agents (hereafter referred to as "Authorized Users"). When accessing the DevEngineers network from a personal computer, Authorized Users are responsible for preventing access to any DevEngineers computer resources or data by non-authorized Users. Performance of illegal activities through the DevEngineers network by any user (Authorized or otherwise) is prohibited. The Authorized User

bears responsibility for any consequences of misuse of the Authorized User's access. For further information and definitions, see the *Acceptable Use Policy*.

Authorized Users will not use DevEngineers networks to access the Internet for outside business interests.

For additional information regarding DevEngineers 's remote access connection options, including how to obtain a remote access login, free anti-virus software, troubleshooting, etc., go to the Remote Access Services website (<company url>).

4.1 Requirements

4.1.1 Secure remote access must be strictly controlled with encryption (i.e., Virtual Private Networks (VPNs)) and strong pass-phrases. For further information see the *Acceptable Encryption Policy* and the *Password Policy*.

4.1.2 Authorized Users shall protect their login and password, even from family members.

4.1.3 While using a DevEngineers-owned computer to remotely connect to DevEngineers 's corporate network, Authorized Users shall ensure the remote host is not connected to any other network at the same time, with the exception of personal networks that are under their complete control or under the complete control of an Authorized User or Third Party.

4.1.4 Use of external resources to conduct DevEngineers business must be approved in advance by InfoSec and the appropriate business unit manager.

4.1.5 All hosts that are connected to DevEngineers' internal networks via remote access technologies must use the most up-to-date anti-virus software, this includes personal computers. Third-party connections must comply with requirements as stated in the *Third Party Agreement*.

4.1.6 Personal equipment used to connect to DevEngineers 's networks must meet the requirements of DevEngineers-owned equipment for

remote access as stated in the *Hardware and Software Configuration Standards for Remote Access to DevEngineers Networks*.

5. Policy Compliance

5.1 Compliance Measurement

The Infosec team will verify compliance with this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Infosec team in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Related Standards, Policies and Processes

Please review the following policies for details of protecting information when accessing the corporate network via remote access methods and acceptable use of DevEngineers 's network:

- *Acceptable Encryption Policy*
- *Acceptable Use Policy*
- *Password Policy*
- *Third Party Agreement*
- *Hardware and Software Configuration Standards for Remote Access to DevEngineers Networks*

7. Revision History

Date of Change	Responsible	Summary of Change
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August 2023	DevEngineer Policy Team	Updated and converted to new format.
August 2024	DevEngineer policy team.	Added an Overview; created a group term for company employees, contractors, etc. ("Authorized Users"); strengthened the policy by explicitly limiting the use of company resources to Authorized Users only; combined Requirements when possible, or eliminated Requirements better suited for a Standard (and added a reference to that Standard); consolidated list of related references to end of Policy.