

## International Travel and Device Policy

Effective Date: June 1, 2024

Applies To: All employees, including associates and non-associates.

### Summary:

Employees traveling internationally for either business or personal reasons must comply with corporate security protocols regarding company-issued devices.

### Asia Travel Guidelines:

- Employees are permitted to carry their office phones during travel to Asia.
- However, devices must be reported to IT prior to departure and security software must be updated.
- Employees should avoid connecting to public Wi-Fi networks in high-risk regions.
- Upon return, all devices must be reviewed by IT for potential security risks.

Failure to comply may result in temporary device suspension or restricted access to internal systems.

For additional information, contact the IT Security team at [security@example.com](mailto:security@example.com).