NON-EMPLOYEE SECURITY GUIDELINES AND CHECKLIST AGREEMENT FOR WORK FROM HOME

• Security Guidelines for Users on WFH

Use your computer safely by following the below guidelines:
o Set the PC PWD 8-12 character long with a mix of alphabets, numbers and special characters.
o Connect to VPN using pre-installed security programs (End-point Security, Anti-Virus etc.)
o Install the latest Anti-Virus on PC and run Anti-Virus scan before using VPN.
o Install the latest security update on PC (Windows, MS Office, Adobe, Java, IE, etc.)
o Do not access the general internet nor download files during WFH.

   In particular, do not access malicious websites or download illegal, unlicensed programs and files from unofficial websites

o Do not use ID/PWD set for business purposes at external websites used for personal reasons.
   (ID/PWD for business purpose should be completely different from your personal ID/PWD, setting a new ID/PWD is recommended)
o Do not use someone else's VPN ID, Password nor share yours with anyone.
o Do all your work by yourself. Don't ask others to do your work.
o Do not use the company's PC for personal purposes other than business.
o After finishing WFH, users must bring the company's PC back to the office.

• Security Checklist for Users on WFH

Please check if you have complied with the following guidelines:

 o Did you set the PC PWD according to the requirements in the guidelines?
(Y/N)

 o Did you install security programs for accessing VPN?
(Y/N)

 o Did you install the latest version of the anti-virus program before using VPN? (Y/N)

 o Did you install the latest security updates of PC programs on your PC?
   (ex. Windows, MS Office, Adobe, Java, IE, etc.)
(Y/N)

I acknowledge that have carefully read and followed the above-mentioned <u>guidelines and checklist</u>.

Date   : _17/09/2021_____

Company Name   : _infinity labs_____
Employee Number : _____
Name   : _B Laxmi_____

                                                                                          B Laxmi

Samsung SDS India Private Limited.   **(SIGNATURE)**