



Personal Smart Phone Attestation for Employee or Contractor-Owned Device

I voluntarily request to have mobile applications (such as Mobile Email, MS Teams) installed on my personal smartphone or wireless tablet device for gaining access to ACE company information.

I understand that access to ACE company information (such as email, calendar, chat, etc.) requires my compliance with the following guidelines:

- Access to ACE information and mobile applications must be for business purposes only.
- All information is the exclusive property of ACE, and will not be accessed, used or disclosed except as authorized by ACE.
- I will only use the log-on information assigned to me to log into the ACE network and authorized applications. I will not share my log-on information with anyone.
- I will promptly notify my management of any indication of misuse or unauthorized access, use or disclosure relating to Information or ACE computer systems or resources.

I have read the Wireless Device Policy and understand my responsibilities of use, and will comply with all security, conduct, and safety procedures described in the company's Ethical Code of Conduct and Legal Compliance Policy, and the following provisions of the company's Employee Handbook: Conduct on the Job, Electronic Communication Policy (email, voice mail, fax, other), Safe Driving on Company Business, and the Computer Security Appendix.

I acknowledge and understand that illegal or unsafe use of wireless devices while driving is prohibited whenever I engage in company-related activity whether driving a company-issued or personal vehicle or using a company-issued or personal wireless device.

My signature confirms my decision to use the authorized Mobile applications. I acknowledge and agree to the guidelines as stated above.

Employee or Contractor Name (Please Print)

Employee or Contractor Signature

Date

MANAGER: If requesting access to Mobile applications on behalf of an employee or contractor, the signed version of this form must be attached to the IS Request via ACE Service Portal for this service.