**ACCEPTABLE USE POLICY**

**CLOUD-J-APPS**

**Prohibit inappropriate use of company emails.** Individuals are prohibited from using company emails for any purpose outside of the scope of their job responsibilities and official business communications. Using company emails to harass and discriminate against another individual or to share inappropriate content is not tolerated.

**Prohibit harassment through the use of computing resources.** Individuals are prohibited from using company computing resources to harass, intimidate, bully, or cause harm to other individuals.

**Prohibit the use of computing resources or other tools for personal purposes.** Individuals are prohibited from using company computing tools and resources for any purpose unrelated to their jobs and responsibilities unless explicitly authorized. This includes but is not limited to, software installations, downloads, and other non-work-related activities.

**Prohibit unauthorized copies of materials.** Individuals are prohibited from unauthorized copying, reproduction, or distribution of company materials. This includes but is not limited to, documents, multimedia and digital content, and software.

**Promote appropriate use of the Internet in the company.** Individuals are prohibited from engaging in inappropriate and illegal activities, including but not limited to, accessing explicit content, participating in online gambling, participating in illegal activities, and other purposes other than official business.

**Users must contact a specific department (or a specific email) for their software needs.** Individuals must contact authorized and designated personnel or department to request software installations, downloads, and upgrades. Downloading unauthorized software is strictly prohibited.

**Prohibit download of computer security software, sniffers, etc.** Individuals are prohibited from downloading and installing unauthorized security software or other software that may compromise or weaken the security and integrity of the company network.

**VPN (Virtual Private Network) must always be used to access the servers from the Internet.** Individuals must always use the company’s Virtual Private Network (VPN) when accessing company servers or when accessing internal tools using the internet.

**Users must follow the Password Policy rules that are already in place.** Individuals must use strong passwords to protect their login credentials. Employees must also follow the company guidelines in creating strong passwords. Employees must never share their login credentials with other individuals.

**Prohibit deprivation of other users of a computing resource.** Individuals must not deprive other users of accessing company resources, such as computers, shared workspaces, and other company-owned assets.

**Reporting violations of the Acceptable Use Policy.** Individuals are highly encouraged to promptly report any violations of the Acceptable Use Policy to the designated personnel or department. Reports can be made anonymously and without fear of retaliation.

**Reporting discovered weaknesses in the Acceptable Use Policy.** Individuals are highly encouraged to report any weaknesses and vulnerabilities in the Acceptable Use Policy to the designated personnel or department.

Violations against the Acceptable Use Policy may result in sanctions, which may include verbal warnings, written warnings, temporary suspension, revocation of privileges, termination of employment, and legal action. Appropriate disciplinary action will depend on the nature and frequency of the violation and will be determined by the management, legal, and human resource teams.

Individuals are required to read, understand, and sign this agreement. Announcements will be made in case of any change in the Acceptable Use Policy. Training and awareness seminars will be conducted regularly to ensure that all individuals stay informed about any updates and amendments.

CLOUD-J-Apps intends to create a secure and safe environment to safeguard the company’s assets, confidentiality, and the interests of the company, its employees, and its shareholders.