



# CLARUS24 ACCEPTABLE USE POLICY

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## Overview

All users are required to read, understand, and formally acknowledge the standard Clarus24 policy regarding laptop usage, as outlined within MyClarus24. Employees must adhere to the highest ethical standards when using their devices and comply fully with Clarus24's Acceptable Use Policy.

Clarus24 reserves the right to monitor information stored on company-issued macOS devices in accordance with applicable legal requirements. To protect enterprise data, Clarus24 may implement technical controls on these devices as necessary.

In scenarios requiring legal discovery, Clarus24 retains the right to access any information stored on macOS devices. Additionally, Clarus24 may take appropriate action, including measures up to and including termination, in cases of non-compliance with its policies, as determined by the Code of Business Conduct (COBC) and other relevant policies.

Inspections of macOS devices may be conducted by Clarus24's Legal and Compliance departments as required under applicable law. Furthermore, Clarus24 reserves the right to disconnect devices or disable services without prior notice to ensure the security and integrity of its IT environment.

Employees are responsible for reporting lost or stolen devices to the appropriate company authorities within 24 hours. While Clarus24 IT will endeavor to protect personal data during remote wipes, employees must ensure that personal data is adequately backed up.

By using a company-issued device, employees agree to comply with the above terms and acknowledge Clarus24's rights and responsibilities concerning device usage and data protection.