



# TPCONNECTS ACCEPTABLE USE POLICY

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## Overview

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

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

In scenarios requiring legal discovery, TPConnects retains the right to access any information stored on macOS devices. Additionally, TPConnects 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 TPConnects's Legal and Compliance departments as required under applicable law. Furthermore, TPConnects 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 TPConnects 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 TPConnects's rights and responsibilities concerning device usage and data protection.