



# SUZEGA ACCEPTABLE USE POLICY

**Last Updated on:** 11/06/2025

## Overview

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

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

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