

# ScaleArc Acceptable Use Policy

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## 1. Purpose

The purpose of this ScaleArc, Inc. (“ScaleArc” or the “Company”) Acceptable Use Policy (this “Policy”) is to establish clear guidelines relating to the acceptable and unacceptable use of electronic devices and computing and network resources by ScaleArc Personnel (as defined below) to support and promote ScaleArc’s established culture of ethical and lawful behavior, openness, trust, and integrity. ScaleArc Personnel are provided with access to computing devices, networks, and other electronic information systems to allow ScaleArc to meet its and its customer’s business goals and objectives. In order to effectively achieve these business goals and objectives, ScaleArc must manage all computing resources responsibly in order to maintain the confidentiality, integrity, and availability of its own information assets along with those of its partners and customers. This Policy requires all ScaleArc Personnel and other authorized users of information assets to comply fully with the responsibilities listed below. If an individual is found to be in violation of this Policy, the Company will may take disciplinary action, including the restriction and possible loss of use of computing resources and network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination. Individuals are also subject to federal, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

## 2. Scope

This Policy applies to full-time employees, part-time employees, contractors, consultants, temporary employees and personnel, and other workers at ScaleArc, including all personnel affiliated with third parties (collectively “ScaleArc Personnel”).

Computing resources include all ScaleArc owned, licensed, or managed hardware and software, and use of the ScaleArc network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

## 3. Policy

- You may use only the ScaleArc owned computing resources including computers, computer accounts, computer files, remote access, wireless, removable electronic media, laptops and tablets for which you have received authorization from a member of the ScaleArc management team.
- You may not use another individual's account, or attempt to capture or guess other users' passwords.
- You are individually responsible for appropriate use of all ScaleArc computing resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to ScaleArc for all use of such resources. As an authorized user of resources, you may not enable unauthorized users to access the network by using a ScaleArc computer or a personal computer that is connected to the ScaleArc network.
- ScaleArc is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing ScaleArc’s network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization from a member of the ScaleArc management team.

- You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You must not use ScaleArc computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- You must not use tools on ScaleArc network and/or computing systems that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by a member of the ScaleArc management team.
- All PCs, laptops and workstations should be secured with a password-protected screensaver when unattended.
- You are prohibited from copying or storing any customer data that contains any form of Protected Health Information (PHI), Personally Identifiable Information (PII), credit card holder data, customer passwords, or customer custom code on any system outside of the ScaleArc protected customer QA environment. ScaleArc Personnel who violate this requirement are subject to immediate disciplinary actions, up to and including termination of employment.
- You are strictly prohibited from engaging in any activity that is illegal under local, state, federal or international law while utilizing ScaleArc's computing resources.
- You shall not use ScaleArc's computing resources for any communication in blogs, newsgroups, or outside news agencies unless done for an authorized business purpose. Under no circumstances are you permitted to disclose ScaleArc confidential information in any such posting.
- You acknowledge that all data stored on ScaleArc's computing resources and network shall be the property of ScaleArc you have no right to privacy as to any such data.
- You acknowledge that for security and network maintenance purposes, authorized individuals within ScaleArc shall monitor all computing resources and network traffic.
- You acknowledge that ScaleArc has the right to audit all computing resources and networks on a periodic basis to ensure compliance with this policy.
- You acknowledge that any unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which you or ScaleArc do not have an active/valid license is strictly prohibited.

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ScaleArc Personnel Name Printed

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Signature

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Date