

# FIRMWIDE POLICY – APPROPRIATE USE OF TECHNOLOGY AND FIRM RESOURCES (HCM POLICY)

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*Applicability: All Goldman Sachs*

Prior to April 2020, this policy was in effect, and located in HR WorkWays (the firm's HRIS prior to 2020).

## ***Appropriate Use of Technology and Firm Resources***

The Internet, email, voice mail, and other messaging systems should be used primarily for business purposes. Reasonable personal use is permitted, subject to the firm's right to examine and read all communications as described below. In all cases, the content of messages and the accessing of Web sites must conform to the firm's Business Principles and policies and should be prudent and professional. Under no circumstances should you initiate or forward a message that contains discourteous, offensive, crude or sexual material, or access any Web site likely to contain such material. Similarly, under no circumstances should you store such material on the firm's systems, whether through downloading from the Internet, archiving messages, or otherwise. Confidentiality should always be borne in mind; **these systems cannot be considered private**, and your message (whether through misdirection, response to legal process, or otherwise) may be read or heard by someone other than the intended recipient inside or outside the firm.

Although we respect the personal privacy of all individuals at Goldman Sachs, the firm, to the extent permitted by law, reserves the right to examine email, voice mail, and other messages and communications made by personnel using the firm's communications systems. To the extent permitted by local law, we consider such communications to be the property of the firm.

The firm itself reserves the right to monitor use of the Internet and messaging systems, to review all communications, and to disclose such information to others. If you have questions about the proper use of the Internet or about the proper content of email or voicemail messages, or have received or noticed an inappropriate message, you should consult with your manager or Human Capital Management (HCM) Employee Relations representative, or, if you prefer, make use of any of the other communications channels established by the firm.