

**I agree to comply with the conditions set forth in paragraphs (a) through (l) below:**

(a) Use of and access to Company facilities and resources is provided only for business. I will use or access Company facilities and resources only in ways that are cost-effective and, in the Company's, best interest. I will not attempt to use or access resources or data that I have not been authorized to use or access. I shall not use the NOMAC's facilities for any form of private purposes.

(b) When a user ID is assigned to me I will change the password as per policy. I will not share, write down, electronically store (without encryption), or otherwise disclose the password, authentication code, or any other device associated with any user ID assigned to me.

(c) Only I will use the computer User Account(s) provided to me and I will take the responsibility to protect my account(s) from unauthorized access. I will take precautions to ensure that no other person use my User Account(s) or information facilities provided to me. I understand that I will be requested to change my password at twelve-week intervals, although I may elect to do so at more frequent intervals if I believe that the privacy of my password has been compromised. This rule is primarily intended for the protection of my User Account(s) and its data.

(d) All data stored on or originating from, and all communications transmitted or received using, company facilities and resources are considered the property of the Company. Such data and communications are subject to monitoring or review by authorized personnel designated by Department of Information Technology. The term "private" as referred to in operating system, application software or electronic mail does not refer to personal privacy of an individual's data or mail. I also acknowledge that my use of or access to Company facilities and resources may be monitored at any time to assure that such use or access is in compliance with these conditions.

(e) I shall respect the privacy of information on the NOMAC computing facilities. I shall not attempt to access any data or programs that I do not own unless they have been made publicly available or I have the express permission of their owner. I shall make no attempt to modify data or program material available for general (public) use without the permission of the owner.

(f) Company information in any form shall be safeguarded. I will not distribute to others, any Company sensitive information except as authorized. I will not upload, publish, transmit or otherwise disclose any such information concerning the Company, its operations and activities, on or through non-Company networks without prior approval of authorized Department of Information Technology.

(g) I will respect and observe the laws of the kingdom of Morocco where NOMAC has computer assets. I will not use Company facilities and resources to access or attempted access any computer data or computer site or send or knowingly receive any electronic transmission that contains political, religious, pornographic,

indecent, abusive, defamatory, threatening, illegal, or culturally offensive materials. I will report any such material with the source of the site name of such material to Company

(h) I will use standard Company procedures to check all downloaded files against viruses or destructive code prior to using the files on Company facilities and resources.

(i) I shall not use NOMAC's computing facilities and resources for unauthorized access to, or in any way that intentionally compromises their availability or effectiveness to other individuals. Such as attempts to access restricted portions of a private file space of other users; Use of information systems in such a way as to disrupt the operation of computer or communication systems within or outside of the NOMAC; or attempts to breach security mechanisms or exploit or publicize problems that might exists.

(j) I agree to abide by any patent or copyright restrictions which may relate to the use of computing facilities, products, programs or documentation. I agree not to copy, disclose, modify, download or transfer any such materials or any portion thereof protected by copyright without the expressed consent of the original owner or copyright holder. I agree not to use the computing facilities in any way which violates the terms of any software license agreement; applicable local, state or federal laws or policy.

(k) I agree to abide by any and all other rules and regulations of the NOMAC regarding the use of its computer facilities, now in effect.

(l) I agree to immediately notify the NOMAC Information Technology Department to terminate my account if I am no longer employed or affiliated with the company.

## ACKNOWLEDGEMENT:

I acknowledge that any violations or non-compliance with this agreement may result in denial or removal of access privileges to the NOMAC's Information Technology facilities and resources; disciplinary action as set forth by other NOMAC policies and guidelines, termination of my employment or contract, civil litigation; and/or criminal prosecution under applicable laws or other measures, as appropriate. I agree to be personally liable for all claims, lawsuits and damages to the NOMAC which result from my breach of this Agreement.

This agreement will remain in force as long as I am working for NOMAC and my Account(s) are active.

| Employee Name | Employee Number | Department |
|---------------|-----------------|------------|
|               |                 |            |
| Signature     |                 | Date       |
|               |                 |            |