

Acceptable Use Policy

Contents

- 1 Purpose
- 2 Scope
- 2.1 Your Rights and Responsibilities
- 3 Policy
- 3.1 Acceptable Use
- 3.2 Adherence with Federal, State, and Local Laws
- 3.3 Privacy and Personal Rights
- 3.4 User Compliance

1) Purpose

As a user of the Flook's Meat Market Website you agree to follow any policies and rules that are imposed upon you. With access to this website you should not have access to any highly sensitive data; however, you will be responsible for any malicious acts you attempt. You are expected to act in a legal and ethical manner when using this website and its services. Other users including other staff users will have data stored on this website that you should not have the ability to access or alter. The rights of other users could be infringed upon if you attempt to make any unwanted changes to the website or the services connected to the website.

Anyone accessing this website in any form is considered to be a User. Anyone that creates an account with us is considered a Customer and anyone that has elevated privileges within this website is considered an Employee. Any violation of this Acceptable Use policy will be subject to account termination and a severe misuse could result in additional disciplinary actions. In addition to agreeing to this acceptable use policy by using this website you are also required to obey federal, state and local laws. These policies and laws are subject to change to accommodate federal and local law changes.

2) Scope

This Acceptable Use Policy applies to all users listed above. These are users, customers, employees, and owners. Users are defined as anyone who accesses the website. Customers are defined as anyone who creates an account with the website. Employees are considered anyone with extra permissions to make changes to the list of products and view information about other customers. Owners are defined as anyone, ideally singular, that has been granted access to the owner pages of the website. The owner has elevated permissions that allows him/her to make changes to other user's accounts and includes all aspects of being an employee.

Recourses associated with this website include but are not limited to all company owned software and purchased hardware along with any images and documents associated with this website. These policies apply to all users connected to the website in any form and therefore anyone using this website is subject to this policy.

2.1) Your Rights and Responsibilities

As a user or customer you have the right to use this website in any way specified by this policy. This includes viewing any products we currently have visible on the website, using the contact page to contact us, or contact us in your own way with the contact information provided. In addition as a customer you have the right to use basket feature to customize an order you would like to see prepared. You have the right to have your account password hashed and hidden from access by any other user. You also have the right to the expectation that you will be protected from any form of intrusion from other user's access. You can expect the right to express opinions and information in the same manner as any other non-electronic communication

For these rights you are expected and responsible for knowing and adhering to the policies in this acceptable Use Policy. You are expected to use fair judgment to assess what is and isn't acceptable to do with and to this website. If you have the ability to perform some action that doesn't necessarily give you're the right to carry through with performing that action. Concerning any user considered an employee. You are considered a part of the Flook's team and are thereby expected to live up to and hold up the company's name and make no effort to tarnish it.

3) Policy

3.1) Acceptable Use

- You may not access any account, files, or pages on that you do not have the current authorization to access
- You may not attempt to gain access to another user's account, attempt to block another user access to their account, guess another user's password by any means, or attempt to trick another user into sharing their account information.
- You are responsible to keep control of your account and keep the account secure from anyone else. If your account becomes compromised it is your responsibility to contact us so we can deal with the problem with the appropriate measures. If not attempt to contact us has been made you are responsible for any action performed with your account.
- You are responsible for keeping your own password safe. Do not give it out to anyone for your own protection.
- With using this website you are also agreeing to the fair use of any other third party involved in this website.
- You are not allowed to attempt to gain access to area of the website you were not given permission to access unless given specific and appropriate authorization consent from the website admin.

- You are expected to comply with policies that spell out the guidelines of what is and isn't acceptable to the website. If you access an area that has more restrictions than others the strictest restrictions is what you should and are required to follow.
- You are not to use the website in any way to disrupt any other user or to attempt to disrupt with any external parties. You are also not to use resources in a way that could be seen as an attempt to disrupt. This includes any attempt to slow connections or block access to the website.
- On this website do not use tools that are normally used to perform cyber-attacks or security breaches to attack ours or any others resources unless you have been given permission to do so.

3.2) Adherence with Federal, State, and Local Laws

You are expected to follow all state, federal and local laws while using this website. Some of the policies laid out are resulting from some of these laws. You are expected to follow all federal, state, and local laws governing copyright laws and licenses. As an employee or owner you will have access to areas where it may be possible to upload or post copyrighted material. You are to abide by all copyright laws as they apply to the situation. You are also expected to not use, copy, or distribute any material that would fall under this category unless you are given the right to do so by all concerned parties. Not following copyright laws could lead to disciplinary actions not only by this company but also in disciplinary action in the form of civil litigations and criminal prosecution.

As a member of the Brown University community, you are expected to uphold local ordinances and state and federal law. Some Brown guidelines related to use of technologies derive from that concern, including laws regarding license and copyright, and the protection of intellectual property.

3.3 Privacy and Personal Rights

- All users, customers, employees, and owners are expected to respect the privacy of other users, customers, employees, and owners and make no attempt to tarnish this privacy in any way.
- Customers that choose to use the basket feature on the website have the expectation that no other customer may view, edit, or delete their basket for any reason. However anyone with a higher privilege, being employee or owner, has access to view your basket for a few reasons. Owners have the limited privilege to modify baskets for any reason. They are expected to use this allowance in accordance with this policy and to their best judgment.
- You are not to access or change any other users email, data, or files without being granted permission to do so.
- The use of this website for libel, slander, harassment or any other illegal use could lead to disciplinary and legal.

While the website site owners will tend to not use the websites features to limit or watch usage on the website, they are allowed to under certain situations including suspected violation of this

policy, violation of laws, or any other act that institutes probable cause. Authorization to access any part of this website not considered part of the customer views will be given any to those that are considered a part of the company and responsible enough to understand and follow this policy to use the website correctly and ethically. External law enforcement agencies may access other parts of this website and pertinent files through valid subpoenas and other legal requests. Information obtained in this manner can be admissible in legal proceedings.

While there are procedures in place to protect your privacy including your email account you register with us there is still the possibility of breaches. There also may be instances where the website owners will reserve the rights to retain and access any information stored on this website despite of the users lack of consent.

3.4) User Compliance

When using the website or gaining access to anything related to the website you agree to comply with this policy. It is your responsibility to be aware of any changes to this policy and adapt to those changes as necessary.

Effective Date: November 1, 2016

Last Reviewed: November 2, 2016