

# Skyesoft Agreements Draft (Sample for Review)




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## 1. Developer Agreement (Third Party)

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### 1.1 Project Scope

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-  Description of Skyesoft deliverables
-  Timeline and milestones
-  Access granted (systems, environments, credentials)





### 1.2 Data Access and Privacy

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-  Developer access is limited, monitored, and revocable
-  Confidentiality of all data accessed
-  No data may be copied, transferred, or stored externally without written consent



### 1.3 Indemnification

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-  Developer indemnified against:
  -  Internal misuse by Christy Signs employees
  -  Unforeseen system misuse unrelated to development faults
-  Developer responsible for gross negligence or willful misconduct



## 1.4 Intellectual Property Ownership

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-  All code, documentation, and data are the property of Christy Signs
-  No retention of intellectual property rights by the developer

## 1.5 Exit Protocol

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-  Immediate removal of developer access upon project completion
-  Certification of complete data deletion from developer devices




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# 2. Skyesoft Terms of Use (Employee Agreement)

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## 2.1 Mandatory Usage

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-  Log into Skyesoft as required to record attendance, complete assignments, and maintain workflow according to their schedule
-  Enter assigned tasks, updates, and communications through Skyesoft
-  Use Skyesoft as the official record of work activities

## 2.2 Compliance Requirements





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-  Failure to use Skyesoft properly = Insubordination
-  Examples:
  - Refusing to log in when required
  - Refusing to record assigned work
  - Circumventing official communications outside Skyesoft

## 2.3 Disciplinary Action



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Progressive action for non-compliance:

-  Verbal Warning (First occurrence)
-  Written Warning (Second occurrence)
-  Suspension (Third occurrence)
-  Termination of Employment (Final step)

## 2.4 Monitoring and Privacy Notice

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-  Employee activities (logins, task updates, communications) and geolocation data when applicable will be monitored and logged
-  Consent acknowledged by system usage for compliance, performance, and operational monitoring



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# 3. Data Protection and Privacy Policy

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## 3.1 Data Integrity

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-  All records entered are property of Christy Signs
-  Employees must ensure accuracy and timeliness

## 3.2 Data Protection Measures

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-  Encrypted login and password security required
-  No unauthorized copying, sharing, or deletion of Skyesoft data

## 3.3 Breach Protocol

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-  Immediate reporting of any suspected breaches or unauthorized access
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## 4. Addendum: System Usage Acknowledgment (Employee Sign-Off)



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"I acknowledge that use of the Skyesoft system is mandatory for my role. I agree that my user actions and locations will be monitored and logged during system use. I understand that failure to comply with Skyesoft policies may result in disciplinary action, up to and including termination."

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### Status

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-  Draft/Sample for Review
-  To be finalized and prepared for presentation
- ☒ Ready for Git commit