

Access to Enterprise Systems Acknowledgement

User's Full Name: _____

In consideration of American Family Mutual Insurance Company, S.I. and its affiliates (collectively the "Enterprise") granting User access to any part of the Enterprise's information or information systems (the "System") for the sole purpose of carrying on User's or User's employer's business with the Enterprise, User acknowledges and agrees to the following terms and conditions:

A. User or User's employer shall, as often as required by the Enterprise, demonstrate to the Enterprise's satisfaction that User has legitimate business need to access the Enterprise's System. If access is granted, all access codes, passwords, keys, user ids, remote access accounts, cards, tokens or other items assigned to User by the Enterprise shall be kept strictly confidential, not shared with any other person, and will be returned to the Enterprise upon cessation of User's access to the System. The Enterprise may, in its sole discretion, revoke User's access at any time, without prior notice, with or without cause.

B. User agrees that only legitimate use of the System relating to the Enterprise's business is allowed. No personal business, ventures, or other business use may be conducted using the System. User will not allow any other person to access the System using User's password, account, or other User identifier.

C. User acknowledges that, during the course of User's relationship with the Enterprise, User may come in contact with information or material that the Enterprise designates as "non-public", or which the Enterprise otherwise considers confidential and/or proprietary, whether or not copyrighted or otherwise legally protected, including but not limited to data on policyholders, customers, agents, or employees or business practices, procedures and products ("Non-Public Information"). User agrees not to disclose to third parties or use for User's or User's employer's or any other person's financial benefit any Non-Public Information. No Non-Public Information may be reproduced in any form by any means, whether electronic, mechanical or otherwise, including information storage and retrieval systems, without prior written permission from the Enterprise, and then only for the purpose(s) for which User is authorized by the Enterprise. User understands that User's employer may have entered into a separate agreement with the Enterprise with respect to handling certain Non-Public Information. User agrees to comply with the terms of such agreement as communicated to User by the Enterprise or User's employer. User further agrees to undergo any training required by the Enterprise related to any such agreement.

D. All work done by User pursuant to the agreement between User or User's employer and the Enterprise shall, unless otherwise stated in the agreement, be deemed as being done at the direction of the Enterprise and treated as a work for hire, with ownership and all rights belonging to the Enterprise. Such work includes, but is not limited to, creating, designing, drafting, developing, or adding to the Enterprise's trade secrets, inventions, or copyrights. Examples of such additions include, but are not limited to, reports, computer programs, application code or portions of code, system configuration details, mask works, drawings, designs, documentation and publications.

E. User agrees to implement and at all times use any Enterprise-approved security controls or measures on any User-owned or User's employer-owned technology assets used to access the System. User will not circumvent or modify any such security controls.

F. Upon being granted access to the System, User agrees to abide by all current rules furnished by the Enterprise governing access to the System, as set forth in the Enterprise's Information Security Policies found at the Enterprise's intranet site at: <https://amfam.sharepoint.com/sites/EntDigitalRisk/SitePages/Polices-&-Standards.aspx>. If at any time User becomes unwilling or unable to comply with such rules, User shall immediately so advise the Information Security Department.

G. User's use of licensed software provided by the Enterprise shall be subject to the Enterprise's licensing agreement with the software vendor. User shall only use such software for Enterprise business, shall not copy, assign or distribute the software to third parties, and shall return the software to the Enterprise upon conclusion of User's activities with the Enterprise which require the use of such software.

H. User will only use software or services authorized by the Enterprise. Unauthorized software or services include all products regardless of whether hosted on premises or in the cloud (i) for which the Enterprise does not have a license, (ii) for which the Enterprise has not executed a service agreement, and (iii) open-source software or services that have not been approved by the Enterprise's Information Security Department.¹

I. If User is granted a token for the purpose of authenticating access to the System, User will (i) will not to share such token with any other person; (ii) immediately notify the Enterprise's Information Security Department¹ if such token is lost, stolen, or damaged; (iii) upon cessation of User's need for the token, return such token in good working condition to the Enterprise employee supervising the project on which User is engaged; and (iv) install and maintain industry-accepted security controls on any computers used to connect to the Enterprise network, in compliance with Enterprise policy. Unless otherwise stated in a written agreement between the Enterprise and User or User's employer, User agrees that failure to so return such token shall result in a charge to User or User's employer equal to both the cost of the token and related administrative expenses reasonably deemed necessary by the Enterprise to prevent unauthorized access.

J. User's failure to adhere to any of the terms and conditions contained in this acknowledgement may result in the reduction or cessation of System access or termination of contracted service(s) from the Enterprise.

By signing this document User is stating User understands and accepts the terms and conditions of this acknowledgement.

PRINT Name of User

X
Signature of User

PRINT Name of Company Employing User

Date Signed and Effective 20____

¹: Contacting the Information Security Department - Access Inquiries: SECURITY@amfam.com, (608)242-4100 x79006