

# Acceptable Use Policy

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## 1. Overview

- 1.1. This policy details the usage of information by Gravyty's employees (in conformity with the company's information security requirements) and defines the uses Gravyty deems unacceptable and should be avoided.

## 2. Purpose

- 2.1. This policy's purpose is to provide guidelines for acceptable use of information, as determined by Gravyty's security requirements.

## 3. Scope

- 3.1. This policy's scope contains all Gravyty systems that contain sensitive information.

## 4. General

- 4.1. While Gravyty's systems are meant to provide a reasonable level of privacy, users should be aware that the data they create on Gravyty equipment or systems remains the property of Gravyty.
- 4.2. Any information that users consider sensitive or vulnerable must be encrypted.
- 4.3. For security and network maintenance purposes, the IT Management Group may monitor equipment, systems, and traffic (including internet usage) at any time.

## 5. Security and Proprietary Information

- 5.1. The user interface for information contained in systems should be classified as either confidential or non-confidential, as defined by corporate confidentiality guidelines. Employees should take all necessary steps to prevent unauthorized access to confidential information.
- 5.2. Authorized users are responsible for the security of their passwords and accounts and for their compliance with this policy.
- 5.3. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs or Trojan horse code.
- 5.4. System users must immediately report to the IT Management Group, any and all attempts by another person to obtain unauthorized access to systems or information from them.



## 6. Unacceptable Use

- 6.1. The following activities are, in general, strictly prohibited. The list below is not exhaustive, but generally describes unacceptable use.
- 6.2. Engaging in any activity that is illegal, under any applicable law, while utilizing or accessing Gravyty equipment or systems.
- 6.3. Using Gravyty systems to engage in any activity not related to Gravyty's business.
- 6.4. Violating any rights protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed, including but not limited to digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which or the end user does not have an active license.
- 6.5. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- 6.6. Introducing malicious programs into Gravyty systems (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 6.7. Using Gravyty systems for any dubious, non-professional purpose such as the consumption of pornography, gaming or gambling.
- 6.8. Revealing account passwords to others or allowing access to or use of Gravyty systems by others, including family and other household members.
- 6.9. Using Gravyty systems to engage in procuring or transmitting material that is in violation of on any applicable law or Gravyty policy, including but not limited to sexual harassment, discrimination, workplace bullying etc.
- 6.10. Engaging in fraud or deception.
- 6.11. Effecting security breaches or disruptions of Gravyty systems.
- 6.12. Port scanning or security scanning, unless express permission has been granted in advance and in writing by the IT Management Group.





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- 6.13. Executing any form of network monitoring unless this activity is a part of the users' normal responsibilities and duties.
- 6.14. Circumventing user authentication or security of any host, network or account.
- 6.15. Maliciously interfering with or denying service to any user.
- 6.16. Providing information about or lists of users or policies to third parties outside of the Gravyty organization.

