



Acceptable Use Policy

1. Overview

- 1.1. The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Network Claim Assessors Group in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.
- 1.2. Network Claim Assessors Group provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires users of information assets to comply with company policies and protects the company against damaging legal issues and possible data and security breaches.

2. Scope

- 2.1. All employees, contractors, consultants, temporary and other workers at Network Claim Assessors Group, including all personnel affiliated with third parties, referred to as 'users' in this policy, must adhere to this policy. This policy applies to all information assets owned, operated and/or leased by Network Claim Assessors Group, or to devices that connect to a Network Claim Assessors Group network or reside at a Network Claim Assessors Group site, referred to as "Network Claim Assessors Group resources" in this policy. This policy will also apply where a user/employee is working remotely and using Network Claim Assessors Group assets owned/operated and or leased by Network Claim Assessors.

3. Policy Statement

3.1. General Requirements

- 3.1.1. All users are responsible for exercising good judgment regarding the appropriate use of Network Claim Assessors Group resources in accordance with all Network Claim Assessors Group policies, standards, and guidelines as applicable from time to time;
- 3.1.2. Network Claim Assessors Group resources may not be used for any unlawful or prohibited purposes;



3.1.3. For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic, and any use of the Network Claim Assessors Group resources shall be regarded as being for business use; and

3.1.4. Devices that interfere with other devices or users on the Network Claim Assessors Group network may be disconnected. Information Security prohibits actively blocking authorized audit scans, firewalls and other blocking technologies must permit access to the scan sources.

4. System Accounts

4.1. Users are responsible for the security of data, accounts, and systems under the control of any user;

4.2. All passwords must be kept strictly secure. It is strictly prohibited to share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy;

4.3. All users must maintain system-level and user-level passwords in accordance with the Company policies and procedures;

4.4. Users must ensure through legal or technical means that confidential information always remains within the control of Network Claim Assessors Group. Conducting business that results in the storage of confidential information on personal or non-Network Claim Assessors Group controlled environments, including devices maintained by a third party with whom Network Claim Assessors Group does not have a contractual agreement, is prohibited;

4.5. This specifically prohibits the use of an e-mail account that is not provided by Network Claim Assessors Group, or its customers and partners, for any company business.

5. Computing Assets

5.1. Users with company assets are responsible for ensuring the protection of assigned Network Claim Assessors Group assets that includes the use of computer cable locks and other security devices;

5.2. Promptly report any theft of Network Claim Assessors Group assets to the IT Department;



- 5.3. All PCs, laptops, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 5 minutes or less;
- 5.4. All PCs, laptops, and workstations must be locked when left unattended;
- 5.5. All employees are personally responsible for the protection against damage of any mobile computing asset, this includes liquid damage and physical damage to Network Claim Assessors Group assets.
- 5.6. Devices that connect to the Network Claim Assessors Group network must comply with the the company policies and procedures.
- 5.7. Users must not interfere with corporate device management or security system software, including, but not limited to, Firewall, Antivirus, Encryption Software, Company Portal, and Monitoring system;
- 5.8. No asset tags, labels or other identifying markings may be removed from Network Claim Assessors Group assets;
- 5.9. Users are responsible for keeping any computing asset for which the user is responsible hygienically clean, in accordance with the guidelines in this document and in accordance with the company policies and procedures; and
- 5.10. Upon return of any assets, any costs due to physical damage or lost peripherals will be recovered from the user, which includes a deduction from the salary of the user where the user is an employee of Network Claim Assessors Group.

6. Network Use

- 6.1. Users are responsible for the security and appropriate use of network resources under control of the user. Using the Network Claim Assessors Group resources for any of the following is strictly prohibited:
- 6.2. Causing a security breach to either Network Claim Assessors Group or other network resources, including, but not limited to, accessing data, or accounts to which the user is not authorized; circumventing user authentication on any device or sniffing network traffic;
- 6.3. Causing a disruption of service to either Network Claim Assessors Group or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes;

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- 6.4. Introducing honeypots, honeynets, or similar technology on the Network Claim Assessors Group network;
- 6.5. Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software;
- 6.6. Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws;
- 6.7. Use of the Internet or Network Claim Assessors Group network that violates the Network Claim Assessors Group policies, or local laws;
- 6.8. Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers;
- 6.9. Port scanning or security scanning on a production network unless authorized in advance by the IT department.
- 6.10. Users are required to familiarize themselves with the applicable company policies for additional information on export and transfer restrictions.

7. Electronic Communications

- 7.1. It is important to ensure that confidential information stays confidential and every person has the responsibility to ensure that the company information and clients information remains secure.
- 7.2. In light of the above, the following shall be strictly prohibited:
- 7.3. Inappropriate use of communication equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates Network Claim Assessors Group policies against harassment or the safeguarding of restricted or confidential information;
- 7.4. Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication or posting the same or similar non-business-related messages to large numbers of Distribution groups;
- 7.5. Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender;
- 7.6. Use of a Network Claim Assessors Group e-mail or IP address to engage in conduct that violates the Company policies or guidelines;



- 7.7. Posting to a public newsgroup, bulletin board, or social media with a Network Claim Assessors Group e-mail or IP address represents Network Claim Assessors Group to the public and may be construed by third parties to represent the views of the company. Therefore, all users must exercise good judgment to avoid creating any adverse impression of the company by third parties, misrepresenting or exceeding the authority of the user in representing the opinion of the company, or bringing the company name or brand into disrepute;
- 7.8. Users must not send emails with multiple clients in the "To" field. This exposes clients email addresses to other parties;
- 7.9. Sending emails to a large number of recipients is allowed, but only if the content has been reviewed and approved by the relevant supervisor/manager;
- 7.10. The forwarding of any document / attachment / interesting article etc, is not permitted unless:
 - 7.10.1. The user has actually first read it himself or herself;
 - 7.10.2. The user has verified the authenticity / integrity of the source / document;
 - 7.10.3. The user briefly summarizes the key points;
 - 7.10.4. The user references what part of the document is of interest and what constitutes the key point the user intended to share; and
 - 7.10.5. It is highlighted why the user found it relevant / applicable to the targeted audience.
 - 7.10.6. Access to, receipt of, and any distribution or forwarding of any pornographic, racist, or discriminatory material of any nature whatsoever is strictly prohibited.

8. Enforcement


- 8.1. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with The Company.

9. Definitions

Terms	Description
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<p>Computing Asset</p>	<p>An asset is any device, or other component of the environment that supports information-related activities, such as Laptops, Desktops, Monitors, Mouses, Keyboards, Mobile Phones, Routers, Switches, Servers, etc.</p>
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CEO name THYS NOTES CEO signature 

A handwritten signature in black ink that reads "Thys Notes".

MD (Network Claims Assessors)

Signed at PAROW on this 12 day of APRIL 2022