

**TekGenio Inc.**  
**Acceptable Use Policy (AUP)**  
**Version 1.0**

Document Classification: Internal Use  
Review Frequency: Annual

# 1. Purpose

This Acceptable Use Policy establishes the rules for the responsible use of TekGenio information assets, networks, cloud services, software, email, internet access and customer environments.

# 2. Scope

Applies to all employees, contractors, consultants, interns, temporary staff and authorised third parties using TekGenio-owned or managed systems or customer systems accessed through TekGenio engagements.

# 3. General Principles

Users shall use company resources only for authorised business purposes, protect company and customer information, comply with applicable laws and contractual obligations, and follow all approved security policies.

# 4. User Responsibilities

Users are responsible for safeguarding credentials, locking unattended devices, reporting suspected security incidents, protecting confidential information and complying with company procedures.

# 5. Acceptable Use

Authorised activities include business communications, software development, customer support, collaboration, cloud administration and approved research necessary to perform assigned duties.

# 6. Prohibited Activities

Users shall not install unauthorised software, bypass security controls, share passwords, access information without authorisation, use company resources for illegal activities, introduce malicious software, or misuse customer environments.

# 7. Internet & Email

Internet and email services shall be used responsibly. Phishing attempts, suspicious attachments and unexpected links should be reported immediately. Company email shall not be used to transmit confidential information without approved protection mechanisms.

# 8. Remote Working

Remote access shall use approved secure methods such as VPN or equivalent encrypted technologies. Public Wi-Fi should only be used with appropriate security protections.

# 9. Software & Licensing

Only approved software may be installed. Users shall comply with software licence agreements and copyright obligations.

# 10. Monitoring

TekGenio reserves the right, where permitted by law and contractual obligations, to monitor the use of company systems for operational, security and compliance purposes.

# 11. Violations

Violations of this policy may result in disciplinary action, removal of access privileges, contractual remedies and, where appropriate, legal action.

# 12. Compliance

This policy supports ISO/IEC 27001:2022, CIS Controls v8, NIST Cybersecurity Framework and customer contractual security requirements.

## **13. Review**

This policy shall be reviewed annually or following significant business, legal or technology changes.