

 <p>GROUP POLICY Appropriate Use of Adecco Technology</p>	Effective date: 01.01.2013
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1. Applicability and responsibility

- 1 This Policy applies to all entities, units, groups or companies ultimately owned by Adecco Group AG Swiss based company (individually referred to as “Adecco”).
- 2 Adecco Personnel are responsible for ensuring that their actions are compliant with this Policy.
- 3 Each local HR Director shall ensure the compliance and local implementation of this Policy in the respective Adecco Entity within the countries or regions under their responsibility and is to document appropriate communication of this Group Policy to all colleagues.

2. Objective

- 1 The objective of this Policy is to communicate Adecco’s expectations with respect to the use by its employees of its technology and assets. This is independent of their geographical location and both within or outside Adecco Entity premises.
- 2 Use of Adecco technology generates responsibilities that have implications on various interests to be protected by this Policy.
- 3 In particular, the following interests shall not be violated when using Adecco Technology
 - Security of data, applications and resources.
 - Compliance with Adecco Group Code of Conduct and any other Adecco Group and local Policies or Standards, any Applicable Laws or ethical standards and requirements.
 - Productivity, economic interest, business and trade secrets and reputation of Adecco as well as ethical implications.
 - Storage capacity.
 - Communication.

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3. Definitions

¹ **Asset or IT Asset** is a term used for any piece of soft-, firm- or hardware belonging, rented, leased or licensed by Adecco

² **Adecco technology** or Adecco Technology means the tools for sending and receiving of information and providing business services to its clients for example but not limited to, all of Adecco's processing hardware (mainframes, servers, desktop, laptop computers and printers), software (applications that support business processes, operating systems, utility), networks and networking equipment and applications, PDAs, mobile and smart phones, phone systems, voice mail, electronic mail, facsimile and copy machines.

³ **Adecco personnel** or Adecco Personnel mean all colleagues, associates or any other individual having authorized access to Adecco technology.

⁴ **Applicable Laws** or Applicable laws means any law or statute of any country in which Adecco carries out its business, including employment, data protection, export restriction and other laws, and (insofar as compliance therewith is mandatory) any other regulation, decision, license or authorization having the force of law of any body having jurisdiction in relation to the business of Adecco, or any lawful requirement or demand of any competent authority, compliance with which by Adecco is legally obligatory.

⁵ **Confidential data or sensitive information** is information which would cause damage or be prejudicial to corporate security or reputation if publicly available.

4. General principles

¹ Adecco technology is in principle for business purposes only. However, Adecco authorizes its use for reasonable private purposes as set out in this Policy and in the local Policies or Standards defined by the respective Adecco Entities.

² For the avoidance of doubt, this Policy constitutes the minimum requirements, therefore local Policies/Standards can and shall further detail, enlarge or be stricter than this Policy if required according to local Applicable Laws and local needs, but they cannot be in conflict with and/or weaken this Policy, unless otherwise set out by the Applicable Laws which are mandatory.

³ All Adecco Personnel shall conform to security measures, which are in place to protect computer equipment, access control and exercise proper control over passwords or any other security mechanisms as set out in the IT Policy framework.

5. Appropriate use of Adecco technology

¹ Adecco Personnel shall use Adecco technology appropriately as indicated within this Policy which may be further described in the local Policies or Standards (for example private use of mobile resources shall not exceed a certain amount per month).

² **Appropriate use of email**

- Email is in principle for business purposes only. However Adecco permits its use for private purposes provided it does not violate the Adecco Group Code of

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Conduct, any other Adecco local Policies or Standards or items in section 6 of this Policy.

- If used for private purposes, Adecco Personnel shall state in the subject field that the message is personal or private and remove all references to Adecco in the message body, header/footer or signature areas.
- All emails are stored on servers due to the backup process.

3 **Appropriate use of the Internet**

- Use of the Internet is in principle for business purposes only. However Adecco permits its use for private purposes provided that it does not violate the Adecco Group Code of Conduct, any other Adecco local Policies or Standards or items in section 6 of this Policy.
- Adecco may at any time and without prior notice to Adecco Personnel block sites which it considers illegal, insulting, improper or a security threat.

4 **Appropriate use of storage**

- Use of storage space on the local laptop or desktop is in principle for business purposes only. However Adecco permits its use for private purposes provided that it does not violate the Adecco Group Code of Conduct, any other Adecco local Policies or Standards or items in section 6 of this Policy.

5 **Appropriate use of software**

- Adecco Personnel shall use Adecco authorized software/hardware to perform Adecco business activities. For more details please see <https://mewe.adecco.net/GIT/ITPolicyFramework/Catalogue/catalogue.pdf>
- Adecco Personnel shall protect Adecco technology from loss, theft or damage and from disclosure of any confidential information belonging to or maintained by Adecco.

6 **Appropriate access**

- Adecco Personnel must always log in with their own designated Adecco Personnel account credentials.

7 Appropriate use of any further Adecco technology will be regulated by Adecco local Policies and Standards.

6. Inappropriate use of Adecco technology

1 Adecco Personnel shall not perform any of the following activities which are considered as inappropriate use of Adecco technology as indicated within this Policy and which may be further described in local Policies or Standards

- To hinder Adecco's business or Adecco Personnel's productivity.
- To affect efficient Adecco network operations.
- To communicate, send messages to or accessing Internet sites that are not consistent with or violate the Adecco Group Code of Conduct or any other Adecco Group and/or local Policies or Standards or any Applicable Laws.
- To log in to any Adecco technology using someone else's account credentials.



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- To reveal Adecco account credentials to other persons or allow use in any way of own account by others. This includes all internal or external parties.
- To access, disclose, distribute or in any way make use of confidential or sensitive information except within the strict context of carrying out Adecco's business activities.
- To communicate, send messages to or accessing Internet sites that may affect the dignity of others, or discriminate against individuals in particular on the basis of race, color, religion, gender, national origin, citizenship, marital status, disability, sexual orientation or any other characteristics set out in any Applicable Laws.
- To communicate, view, download, transmit or access content of illegal, offensive, racist, sexist, harassing, pornographic nature or which glorifies violence.
- To use email or the Internet in the context of an illegal activity.
- To solicit for charitable contributions or other non-business related items through Adecco technology, except those sponsored by Adecco's charities committee.
- To originate, distribute or forward chain, junk or spam emails.
- To send messages to large groups of Adecco Personnel (for example office wide or divisional communications) without Adecco's prior authorization. In most cases, appropriate authorization can be obtained from the Group or local communication team.
- To participate in news groups, chat rooms, social networks or forums, or otherwise conducting business with the public in a manner that is inconsistent with Adecco Group Code of Conduct or any other Adecco (local) Policies or Standards or any Applicable Laws.
- To use Adecco technology to gain personal advance or profit.
- To carry out additional professional activities not approved by Adecco.
- To establish a personal public presence (for example "Web Sites") on Adecco technology.
- To take Adecco technology out of Adecco offices or Adecco Personnel's home without Adecco's prior authorization.
- To install or store non Adecco or private software/files onto Adecco server infrastructure.
- To cause deliberate disruptions to network communications.
- To cause deliberate security breaches which include but are not limited to, accessing data for which the Adecco Personnel is not an intended recipient or logging into a server or account that the Adecco Personnel is not expressly authorized to access.
- To violate copyright, trade secret, patent or any other intellectual property rights through reproduction and/or distribution of music, movies, computer software, text, data, or image, unless due permission is given in writing by the appropriate owner of these intellectual property rights.



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- To view, download, transmit or access sexually oriented, harassing material or offensive speech.
- To use email or the Internet in the context of an illegal activity.
- To willfully cause damage to Adecco technology.
- To willfully misconfigure Adecco technology.
- To disrupt business continuity through deliberate malware infections or by deliberately/negligently visiting infected Internet sites, deliberately/negligently downloading infected software or attaching infected media to Adecco technology.
- To compromise storage space available for others business use by storage of personal or private materials.
- To download private music, films or movies.
- To engage in any other non-Adecco business related purposes not contained within section 5.

7. Compliance and monitoring

¹ Adecco Personnel must be aware that their usage of Adecco technology is monitored and logged.

² For general compliance, security or incident investigation purposes, authorized Adecco Personnel from the IT Security or IT Operations teams may access these logs at any time and without notice to Adecco Personnel, whilst fulfilling the Applicable Laws.

³ Adecco Personnel inform their line manager, their business unit human resources or employee relations department representative, if they believe that a violation of the Policy has occurred or is likely to occur.

⁴ Violations or infringements of this Policy may result in the appropriate disciplinary action, up to and including issuing a caution, damages claim and/or termination of the Adecco Personnel's contract of employment.