

Viaggio - Computer, Internet, and Network Usage Policy

January 1, 2024

Policy Overview:

This Technology Use Policy outlines the guidelines and expectations for the use of Viaggio-provided technology resources by employees of Viaggio. The purpose of this policy is to ensure the responsible, ethical, and secure use of technology to protect Viaggio assets, maintain productivity, and safeguard sensitive information.

Viaggio considers computers, computer hardware, software and all information received or transmitted utilizing Viaggio's computer equipment, systems, or accounts Viaggio information. Like other Viaggio property, these items and information are to be used for the benefit and growth of Viaggio.

1. Acceptable Use: Users are expected to exercise good judgment and professionalism in the use of all Viaggio Technology. Incidental and occasional personal use of Viaggio. Technology is permissible if it does not interfere with workplace productivity or the Viaggio's systems or business operations, does not pre-empt any business activity, does not consume more than a trivial amount of Viaggio's resources and is lawful. Users should be aware that all use of Viaggio Technology is subject to monitoring as described in this Policy and as such, Users have no right to, or expectation of, privacy with respect to their use of Viaggio Technology, subject to applicable laws. Notwithstanding the above, any use of Viaggio. Technology must be in accordance with the provisions set out within this Policy. If a User requires additional clarification about the appropriate use of Viaggio. Technology, they should contact their IT manager.

1.1. Authorized Users: Only authorized employees are permitted to use Viaggio-provided technology resources. Unauthorized use is strictly prohibited.

1.2. Personal Use: Limited personal use of Viaggio technology resources is allowed, but it should not interfere with work responsibilities, and it must comply with all other aspects of this policy.

1.3. Prohibited Activities: The following activities are strictly prohibited:

- Unauthorized access or attempts to access Viaggio systems or data.
- Intentional introduction of malware or other malicious software.
- Violation of copyright laws or illegal file sharing.
- Use of technology for harassment, discrimination, or any other unlawful activity.
- Use of Viaggio technology for personal financial gain.

2. Security and Confidentiality: Keeping the Viaggio network secure is a priority. As part of its security, Viaggio will audit its system including reviewing emails, email attachments, and websites visited. In addition, Viaggio requires that its employees play their part and that every employee adheres to the following.

2.1. Password Protection: Employees are required to use strong passwords and keep them confidential. Passwords should be changed regularly.

2.2. Data Encryption: Sensitive data should be transmitted securely using encryption methods approved by the IT department.

2.3. Device Security: Employees must ensure that Viaggio-provided devices are physically secure and report any lost or stolen devices immediately.

2.4. Data Backups: Regular backups of important data on the network are performed to prevent data loss in case of system failures or other unforeseen events. All locally stored data (on the computer) is not backed up and you are responsible.

2.5. Monitoring: Viaggio reserves the right to monitor, review, inspect and access all employee Internet and email activities to determine that the usage is related to the organization's purposes and complies with all policies, practices, and procedures, including policies prohibiting harassment and discrimination. Employees and people that interact with Viaggio employees should not expect information stored, saved, deleted, or transmitted through Viaggio computers to be private, including, but not limited to, email messages. Employees should expect that Viaggio is monitoring or auditing all such communications.

Importantly, the Viaggio may keep copies of Internet and email passwords. Please note that the use of a password does not ensure confidentiality of any communication.

3. Internet and Email Use: Internet access is the process of connecting to the internet using computers, laptops or mobile devices by users that enables individuals or organizations to avail internet services/web-based services.

Email is any message created or received on an electronic mail system, including, but not limited to, attached text or word processing documents, spreadsheets, or other data compilations transmitted through a computer or computer system. Any email stored on, transferred through, or utilizing Viaggio property is considered property of Viaggio, including email transmitted from or to a non-Viaggio computer.

3.1. Internet Access: Internet access is provided for work-related activities. Employees should avoid visiting websites that may compromise the security of Viaggio systems.

3.2. Email Use: Viaggio email accounts are to be used for business purposes only. Employees should exercise caution when opening email attachments or clicking on links to prevent malware infections.

3.3. Social Media: Limited and responsible use of social media is allowed during work hours, but it should not interfere with work responsibilities.

4. Software and Application Usage: An application program, or application software, is a computer program designed to help people perform an activity. Depending on the activity for which it was

designed, an application can manipulate text, numbers, audio, graphics, and a combination of these elements.

4.1. Authorized Software: Employees must use only authorized software provided by the Viaggio. Installation of unauthorized software is prohibited.

4.2. Software Licensing: Employees must comply with software licensing agreements and use only legally obtained software.

4.3. Updates and Patches: Employees, along with the IT manager, are responsible for keeping software and applications up to date with the latest security patches and updates.

5. Harassment and other Wrongful Behavior: Viaggio will not tolerate the use of technology to facilitate harassment, control, and abuse of other individuals. Viaggio does not tolerate the transmission of discriminatory, offensive, or unprofessional messages or accessing any Internet sites that are discriminatory, offensive, or explicit in nature. Including, but not limited to, pornography sites, sites that encourage violence, and/or promote hate, or other forms of improper or illegal activities. Employees and users of Viaggio computers and Internet system are encouraged to notify the Human Resources Department along with the IT manager, should you need to access questionable sites for organizational purposes.

Any violation of the above policy may result in termination of employment.

6. Reporting Violations: Employees are obligated to report any suspected violations of this policy to their immediate supervisor promptly. Failure to report violations may result in disciplinary action. If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the Human Resources Department along with the IT manager.

Please note that you are not required to confront the person or persons that have given you reason to report. Discussing or reporting acts that violate this policy to any person not listed above does not constitute a report.

6.1. Retaliation Due to Reporting of Policy Violation: If you believe you are being subjected to retaliation for reporting a violation of this policy or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.

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Questions and Acknowledgment About This Policy

If you have questions, suggestions, or concerns about this policy, you should direct them to the Human Resources Department and/or the IT Department.

I acknowledge that I have read, understand, and agree to comply with the Viaggio Technology Use Policy. I understand that violation of this policy may result in disciplinary action, up to and including termination of employment.

Employee's Printed Name

Employee's Signature

Date