

HxGN EAM Cloud

Acceptable Use Policy

1. Overview

All Customers and Authorized Users of Cloud Services must at all times comply with this Acceptable Use Policy (AUP). Spectades without limitation to its other rights, reserves the right, without liability or notice to the Customer to disable any Authorized User's access to any material that breaches the provisions of this policy and/or to disable access to Cloud Services in the event of an Authorized User breaching the AUP.

The purpose of this AUP is to ensure the responsible use by Customers, and their associated Authorized Users, of Cloud Services and its resources and to avoid practices which degrade the usability of Cloud Services. This AUP is designed to protect the image and reputation of all Customers, Cloud Services, and Spectades as a responsible service provider, by taking care of the Confidentiality, Integrity, and Availability of the Cloud Services. The rules in this AUP are rules for the acceptable use of Cloud Services. Failure to comply with this AUP may result in suspension of the Cloud Services or termination of the Agreement.

2. Obligations

1. You **MUST** understand your security obligations within your role and abide by them.
2. You **MUST NOT** share user IDs or passwords. It is your responsibility to keep your password confidential. If you believe your account has been compromised, change your password and immediately report this to your company's authorized Cloud Services administrator.
3. You **MUST NOT**, or attempt to, access, assist or enable others to access, anything you or they have not been explicitly authorized to access.
4. Your use of Cloud Services **MUST** be decent, honest and comply with both legislative and regulatory requirements.
5. You **MUST NOT** attempt to scan, stress, probe, test or carry out any activity that may be deemed to compromise or risk the Confidentiality, Integrity or Availability of Cloud Services unless explicitly authorized by a Spectades representative to do so.
6. You **MUST NOT** disable, reconfigure, or attempt to bypass any security measures, for example, Anti-Virus (unless explicitly authorized by a Spectades representative).
7. You **MUST** scan ALL files for viruses and malware using a commercial Anti-Virus / Anti-Malware solution **PRIOR** to uploading them to HxGN EAM Cloud. Under no circumstance are files corrupted with viruses or malware to be uploaded to HxGN EAM Cloud.
8. You **MUST NOT** use Cloud Services to harass, defame, defraud, libel, slander, intimidate, impersonate, or otherwise abuse another person including other HxGN EAM Cloud Customers, Spectades or its suppliers.
9. You **MUST NOT** use Cloud Services for the creation, collection, storage, downloading or displaying of any offensive, obscene, indecent, or menacing images, data, or material capable of being resolved into such.

10. You **MUST NOT** use Cloud Services for the creation or transmission of material such that this infringes the copyright or intellectual property of another person/organization.
11. You **MUST NOT** send or store in the Cloud Services any personal health data, credit card data, personal financial data or other such sensitive data which may be, without limitation, subject to the Health Insurance Portability and Accountability Act, Gramm-Leach-Bliley Act, or the Payment Card Industry Data Security Standards, without written consent from Spectades outside of the Agreement.

3. Guidance

1. In the event of any security issues, incidents or near misses you **MUST** promptly take all possible steps to notify your company-authorized Cloud Services administrator preserving any supporting information/evidence.
2. Spectades reserves the right to view any material you store on Cloud Services.
3. If you are unsure or are concerned about an issue relating to or have a query about this AUP seek guidance from your company's authorized Cloud Services administrator.