

AutoRX

Acceptable Usage Policy

Version 1 - Approved by Abdullah Adeeb

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1. Objective

AutoRx Solutions is committed to safeguarding the data processed by its staff, software, or services. Our customers, partners, and other stakeholders depend on us to take appropriate measures to protect the data in our possession. Thus, each staff member needs to understand how to responsibly use our systems so that we appropriately safeguard the data in our possession.

2. Scope

This policy applies to all staff members, including employees, contractors, consultants, temporary, and other workers that interact with AutoRx Solutions systems. All such individuals are responsible for exercising good judgment in appropriately using electronic devices, data, and network resources in accordance with policies and standards, local laws, and regulations. This policy applies to:

- Any company-issued electronic, computing, storage, or network device.
- Any company-owned systems on the Internet or Intranet accessed wirelessly, including, but not limited to, servers, software, operating systems, storage, and network accounts.
- Any company-administered accounts with third-party services providing email, storage, infrastructure, software, data, APIs, business systems, etc., irrespective of whether such accounts are accessed via devices owned/leased by the company or are owned by staff members or a third party.

3. Policy Statement

AutoRx Solutions has a culture of trust and integrity. This policy aims to reinforce the trust we place in each other by ensuring we can collectively depend on each other to protect the assets of our staff, company, partners, and customers.

Security is a company-wide effort and requires cooperation from every staff member who works with AutoRx Solutions systems. Individuals should take precautions to ensure they use systems appropriately and not deliberately or inadvertently perform destructive or illegal actions.

4. Separation of Concerns

Company-issued devices and accounts are not personal property, so limiting their use for personal reasons is strongly recommended.

5. Security of Critical Data

- All data stored on computing and storage devices, whether owned or leased by AutoRx Solutions, the employee, or a third party, remains the sole property of AutoRx Solutions.
- You must ensure that all critical data is handled and secured in accordance with the Data Classification Policy.
- You are required to promptly report theft, loss, or unauthorized disclosure of any critical data.
- You may access, use or share critical data only to the extent authorized and necessary to perform your job responsibilities.

- Staff members are responsible for exercising good judgment when using AutoRx Solutions systems for reasonable personal use. If there is any uncertainty, staff members must consult their supervisor or manager.
- AutoRx Solutions reserves the right to audit any system at any time to ensure compliance with this policy. Authorized individuals within AutoRx Solutions may monitor equipment, systems, and network anytime.

6. Unacceptable Use

Staff members may not use AutoRx Solutions-managed resources for activities that are illegal or prohibited under applicable law, no matter the circumstances.

6.1 Unacceptable System & Network Activities

- Violations of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations.
- Unauthorized copying, distribution, or use of copyrighted material.
- Exporting software, technical information, encryption software, or technology in violation of international or national export control laws.
- Intentional introduction of malicious programs into AutoRx Solutions networks or any AutoRx Solutions-managed computing device.
- Intentional misuse of any AutoRx Solutions-managed computing device or AutoRx Solutions networks (e.g., for cryptocurrency mining, botnet control, etc.).
- Sharing your credentials for any AutoRx Solutions-managed computer or 3rd party service that AutoRx Solutions uses with others, or allowing the use of your account or a AutoRx Solutions-managed computer by others. This prohibition does not apply to single-sign-on or similar technologies, the use of which is approved.
- Using a AutoRx Solutions computing asset to procure or transmit material that is in violation of sexual harassment policies or that creates a hostile workplace.
- Making fraudulent offers of products, items, or services originating from any AutoRx Solutions account.
- Intentionally accessing data or logging into a computer or account that the team member or contractor is not authorized to access, disrupting network communication, or computer processing or access.
- Executing any form of network monitoring that intercepts data not intended for the team member's or contractor's computer, except when troubleshooting networking issues for the benefit of AutoRx Solutions.
- Circumventing user authentication or security of any computer host, network, or account used by AutoRx Solutions.
- Tunneling between network segments or security zones, except when troubleshooting issues for the benefit of AutoRx Solutions and its customers.

6.2 Unacceptable Email & Communications Activities

- Forwarding confidential business emails or documents to personal external email addresses.
- **Note:** AutoRx Solutions may retrieve messages from archives and servers without prior notice if AutoRx Solutions has sufficient reason to do so. If deemed necessary, this investigation shall be

conducted with the knowledge of the Information Security Officer, Senior Management, People Business Partners, and the Legal team.

6.3 Return of AutoRx Solutions-Owned Assets

All AutoRx Solutions owned computing resources should be returned upon separation from the company.

7. Document Security Classification

Company Internal. Please refer to the Data Classification Policy for more details.

8. Non-Compliance

Compliance with this policy shall be verified through various methods, including, but not limited to, automated reporting, audits, and feedback to the policy owner. Any staff member found to be in violation of this policy may be subject to disciplinary action, which may include termination of employment or contractual agreement. The disciplinary action shall depend on the extent, intent, and repercussions of the specific violation.

9. Responsibilities

The Information Security Officer is responsible for approving and reviewing policy and related procedures. Supporting functions, departments, and staff members shall be responsible for implementing the relevant sections of the policy in their area of operation.

10. Schedule

This document shall be reviewed annually and whenever significant changes occur in the organization.

End of Acceptable Usage Policy. For version history, please see the next page.

Version History

Version	Log	Date
1 Current	Policy version approved by Abdullah Adeeb	02 Dec, 2025
1	New policy version created	02 Dec, 2025