

## **ACCEPTABLE USE POLICY**

### **Applicable to Resolut and all Resolut Products and Services**

**Document Owner:** P3 Audit Limited

**Product:** Resolut (including all associated products and services)

**Version:** 1.0 (Draft)

**Status:** Draft for Legal Review

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## **PART 1 — PURPOSE, SCOPE AND PRINCIPLES**

### **1. Purpose**

This Acceptable Use Policy ("Policy") explains the standards of behaviour expected of all individuals and organisations using the Resolut Platform.

The purpose of this Policy is to protect the confidentiality, integrity, availability and trustworthiness of the Resolut Platform while promoting responsible collaboration across connected organisations, supply chains and business relationships.

This Policy forms part of the contractual relationship between P3 Audit Limited and every Customer, User and authorised participant using Resolut.

By accessing or using the Resolut Platform, Users agree to comply with this Policy together with the:

- Terms of Service;
  - Privacy Policy;
  - Data Processing Addendum (DPA);
  - Cookie Policy; and
  - any applicable Subscription Agreement or Order Form.
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### **2. Scope**

This Policy applies to every person or organisation accessing or using the Resolut Platform, including:

- Customers;
- administrators;
- employees;
- contingent workers;
- contractors;
- consultants;
- suppliers;

- partners;
- auditors;
- regulators;
- invited collaborators;
- API consumers; and
- any other authorised User.

It applies to every Resolut product, service, application, website, API and integration operated by P3 Audit Limited.

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### **3. Our Philosophy**

Resolut has been designed to help organisations build trusted digital relationships.

The Platform exists to support responsible information stewardship, continuous assurance and transparent governance across connected business ecosystems.

Accordingly, every User is expected to use the Platform honestly, responsibly and in a manner that promotes trust rather than undermines it.

Users should recognise that trust is strengthened through:

- accuracy;
  - accountability;
  - transparency;
  - lawful processing;
  - responsible information sharing;
  - respect for privacy;
  - appropriate security; and
  - professional conduct.
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### **4. Guiding Principles**

Users are expected to:

- act lawfully;
- respect the privacy and rights of others;
- maintain accurate information;
- protect account credentials;
- use the Platform only for legitimate business purposes;

- comply with applicable laws and contractual obligations;
- cooperate with reasonable security requirements; and
- contribute positively to the integrity of the Resolut ecosystem.

The Platform is intended to support trusted business relationships rather than facilitate activities that create unnecessary legal, operational or security risk.

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## **5. Responsible Information Stewardship**

Resolut encourages Users to maintain information that is:

- accurate;
- current;
- relevant;
- proportionate;
- properly authorised;
- appropriately protected; and
- regularly reviewed.

Users should avoid creating unnecessary copies of sensitive information and should only upload information that is reasonably required for legitimate operational, regulatory or contractual purposes.

Where information is maintained by the individual or organisation best placed to ensure its accuracy, Users should seek to preserve that stewardship rather than duplicate records unnecessarily.

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## **6. Shared Responsibility**

Maintaining a trusted digital environment is a shared responsibility.

P3 Audit Limited is responsible for operating and securing the Resolut Platform.

Customers are responsible for configuring the Platform appropriately and ensuring they have a lawful basis for processing Personal Data.

Individual Users remain responsible for:

- the accuracy of information they submit;
- protecting their login credentials;
- complying with organisational policies;
- reporting suspected security issues; and
- using the Platform in accordance with this Policy.

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## **7. Commitment to Trust**

P3 Audit Limited believes that trust is built through consistent behaviour rather than contractual obligation alone.

This Policy therefore establishes minimum acceptable standards while encouraging every User to contribute positively to a secure, transparent and resilient digital ecosystem.

Responsible participation by every User strengthens not only the security of the Platform but also the confidence that organisations place in one another across their connected business relationships.

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## **PART 2 — OPERATIONAL REQUIREMENTS, ENFORCEMENT AND ACCOUNTABILITY**

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### **8. Permitted Use**

The Resolut Platform is intended to support lawful, responsible and professional business activities.

Subject to the applicable Subscription Agreement and the permissions assigned to individual Users, the Platform may be used for purposes including:

- governance, risk and compliance management;
- regulatory compliance activities;
- audit planning and audit readiness;
- workforce compliance management;
- supplier and third-party assurance;
- business continuity and operational resilience;
- policy management and acknowledgements;
- document and evidence management;
- secure collaboration between authorised organisations;
- reporting and analytics;
- workflow automation;
- risk identification and continuous assurance; and
- other legitimate business purposes supported by the Resolut Platform.

Users must only access information and functionality that they have been authorised to use.

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## 9. Prohibited Activities

Users must not use the Resolut Platform in any manner that is unlawful, fraudulent, harmful or inconsistent with the purpose of the Platform.

Prohibited activities include, but are not limited to:

- violating applicable laws or regulations;
- infringing the intellectual property rights of others;
- submitting false, misleading or deliberately inaccurate information;
- impersonating another individual or organisation;
- attempting to gain unauthorised access to accounts, systems or data;
- sharing user accounts or authentication credentials;
- bypassing security controls or access restrictions;
- introducing malware, ransomware, viruses or malicious code;
- interfering with the operation or security of the Platform;
- undertaking unauthorised penetration testing or vulnerability scanning;
- reverse engineering, decompiling or attempting to discover source code except where expressly permitted by law;
- using automated tools in a manner that adversely affects service availability or performance;
- using the Platform to distribute spam, unsolicited communications or deceptive content;
- uploading content that is unlawful, defamatory, discriminatory, abusive or offensive;
- processing Personal Data without an appropriate lawful basis; or
- using the Platform in any manner that could damage the reputation, security or integrity of P3 Audit Limited, the Resolut Platform or other Customers.

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## 10. Account Security

Each User is responsible for maintaining the confidentiality and security of their account credentials.

Users must:

- maintain strong passwords;
- enable Multi-Factor Authentication (where available or required);
- protect authentication credentials from unauthorised access;
- promptly report suspected credential compromise;
- log out of shared or public devices where appropriate; and

- ensure that accounts are not shared between multiple individuals.

Customers are responsible for ensuring that user access permissions remain appropriate throughout the lifecycle of employment or engagement.

Accounts must be disabled promptly where an individual no longer requires authorised access.

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## **11. Data Integrity and Information Stewardship**

Users are expected to maintain information that is accurate, current and relevant.

Users should:

- upload only information necessary for legitimate business purposes;
- avoid creating duplicate or conflicting records where possible;
- maintain evidence that is complete and accurate;
- promptly update information that becomes inaccurate or out of date;
- respect applicable retention requirements; and
- support the principle that information should, wherever practicable, remain under the stewardship of the individual or organisation best placed to maintain its accuracy.

Knowingly providing false or misleading compliance information may result in suspension or termination of access to the Platform.

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## **12. Artificial Intelligence and Automated Processing**

Where the Resolut Platform provides AI-assisted functionality, Users acknowledge that:

- AI-generated content is intended to support, not replace, professional judgement;
- Users remain responsible for reviewing and validating AI-assisted outputs before relying upon them for legal, regulatory, operational or commercial decisions;
- AI functionality must not be used to generate false, misleading or fabricated compliance evidence;
- AI tools must not be used to circumvent governance controls or organisational approval processes; and
- Users must ensure that any information submitted to AI-assisted functionality complies with their contractual, regulatory and organisational obligations.

P3 Audit Limited may introduce additional governance controls relating to AI functionality as technology, legislation and recognised best practice continue to evolve.

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### **13. APIs and Third-Party Integrations**

Where authorised by the Customer, the Resolut Platform may integrate with approved third-party applications and services.

Customers remain responsible for ensuring that integrations they enable are appropriately authorised and comply with their own governance, security and regulatory requirements.

Users must not:

- misuse API credentials;
- exceed published usage limits;
- interfere with API availability;
- attempt unauthorised integrations; or
- use integrations in a manner that compromises the security or integrity of the Platform.

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### **14. Monitoring and Platform Integrity**

To protect Customers and maintain the security and resilience of the Platform, P3 Audit Limited may monitor:

- system availability;
- application performance;
- security events;
- authentication activity;
- suspected abuse;
- malicious activity;
- attempted unauthorised access; and
- other operational events necessary to protect the Platform.

Such monitoring will be undertaken in accordance with Applicable Data Protection Law, the Resolut Privacy Policy and recognised information security practices.

Operational monitoring is performed to maintain the security, availability and integrity of the Resolut Platform and is not intended to monitor the routine business activities of individual Users beyond what is necessary for those purposes.

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### **15. Reporting Security Concerns**

Users are encouraged to report suspected:

- security vulnerabilities;

- unauthorised access;
- misuse of the Platform;
- suspected Personal Data Breaches;
- fraudulent activity;
- system weaknesses; or
- other security concerns.

Reports should be submitted promptly using the contact details published within the Resolut Trust Centre.

P3 Audit Limited will investigate reports in accordance with its incident response procedures and will take appropriate action where necessary.

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## **16. Enforcement**

Where P3 Audit Limited reasonably believes that this Policy has been breached, it may take appropriate action, including:

- providing guidance or warnings;
- requesting corrective action;
- temporarily restricting access;
- suspending individual user accounts;
- disabling integrations;
- removing unlawful or inappropriate content where permitted by law;
- notifying the Customer's authorised administrators;
- terminating access in accordance with the Terms of Service; or
- reporting unlawful activity to appropriate authorities where legally required.

P3 Audit Limited will seek to apply these measures proportionately, taking into account the nature, severity and impact of the relevant conduct.

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## **17. Changes to this Policy**

P3 Audit Limited may update this Policy from time to time to reflect:

- changes in legislation;
- regulatory guidance;
- information security requirements;
- technological developments;



- new Platform functionality; or
- recognised industry best practice.

The most current version of this Policy will be published within the Resolut Trust Centre.

Continued use of the Resolut Platform following publication of an updated Policy constitutes acceptance of the revised Policy where permitted by applicable law.

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## **18. Contact**

Questions regarding this Policy may be directed to P3 Audit Limited using the contact details published within the Resolut Trust Centre.

Customers requiring assistance with information security, privacy or compliance matters are encouraged to contact P3 Audit Limited through the appropriate support or privacy channels identified on the Resolut website.

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## **Closing Statement**

The Resolut Platform exists to help organisations build trust through responsible governance, transparent information stewardship and continuous assurance.

Every User contributes to that objective.

By using Resolut responsibly, Users help strengthen not only the security and resilience of the Platform, but also the confidence that organisations, individuals and regulators place in one another across connected business relationships.

P3 Audit Limited believes that technology should enable trusted collaboration, not merely enforce compliance. This Acceptable Use Policy reflects that commitment by establishing clear standards that support a secure, professional and accountable digital ecosystem for all participants.