

**\*\*\*\*Acceptable User Policy\*\*\*\***

This policy applies to all companies within the Textile Recycling International Ltd Group. Textile Recycling International Ltd provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies and protects the company against damaging legal issues.

All employees, contractors, consultants, temporary and other workers at Textile Recycling International Ltd or its subsidiaries, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by Textile Recycling International Ltd, or to devices that connect to a Textile Recycling International network or reside at a Textile Recycling International subsidiary.

**\*\*\*\*\*Terms\*\*\*\*\***

You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

You must maintain system-level and user-level passwords in accordance with the Password Policy.

Immediately report any theft of Textile Recycling International Ltd or Group assets to your manager or IT Support Department.

Do not interfere with corporate device management or security system software.

**\*\*\*\*\*The following are strictly Prohibited\*\*\*\*\***

Inappropriate use of communication technologies and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates Textile Recycling International Ltd and Group policies against harassment or the safeguarding of confidential or proprietary information.

Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.

Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

Use of a Textile Recycling International Ltd and Group e-mail or platforms to engage in conduct that violates Textile Recycling International Ltd and Group policies or guidelines.

Posting to a public newsgroup, or social media with a Textile Recycling International Ltd and Group e-mail or account represents Textile Recycling International Ltd and Group to the public.

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**You agree to comply with the Terms & Conditions set out in this Acceptable User Policy**  
**Name** \_\_\_\_\_ **Date** \_\_\_\_\_