

**Updated Information and Security Policies**  
**Acknowledgement**

I acknowledge that I have read and understand the Company's **Updated Information and Security** Policies. This training includes the following:

- Communication System, Email, Networks and Internet Policy
- Computers, Mobile Phones, and Other Electronic Devices Policy
- Electronic Data and Information Policy
- Social Media Policy
- Social Engineering Attack Prevention Policy
- Confidential and Proprietary Information Policy
- AUP(Acceptable Use Policy)

By signing this form, I agree to adhere to this policy and procedure at all times and acknowledge that any violations of said policy could result in disciplinary action up to and including termination of my employment with the Company.

Employee Name: Stephanie Robinson

Employee Signature: Stephanie Robinson

Training Date: 8/28/2024

Company Name (Check box):  E&E Co.  Sync Design  Sync Technology  HH Global  OA Express

- Sending spam, chain letters, or other mass unsolicited messages
- Engaging in phishing, fraud, or any other deceptive activities
- Using email for personal communication that may interfere with work responsibilities
- Sharing Company email addresses with unauthorized third-parties

## 6. Internet Usage

Internet access provided by Company is intended for Company business use.

It is prohibited for users to:

- Visit websites that are inappropriate, illegal, or unrelated to work.
- Engage in downloading or sharing pirated or illegal content.
- Stream media or download large files for non-work purposes that could negatively impact network performance.

## 7. Data Protection and Privacy

Users must ensure the protection of sensitive and confidential information. This includes:

- Using strong passwords and changing them regularly.
- Encrypting sensitive data when required.
- Reporting any data breaches or security incidents immediately.

## 8. Monitoring and Enforcement

E&E Co., Ltd. and each of its affiliated companies reserve the right to monitor, inspect, and review all activities on Company technology resources to ensure compliance with this AUP.

Any violation of this policy may result in disciplinary action, including termination of employment, legal action, and/or other appropriate measures.

## 9. Policy Review

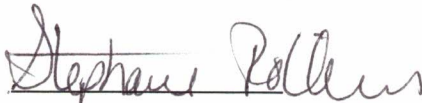
Company will periodically review the AUP to ensure that its content achieves its purpose

All users are required, and will be held responsible, to adhere to this policy.

## 10. Acknowledgment

By using Company technology resources, each user acknowledges that they read, understand, and agree to abide by all the terms of this Acceptable Use Policy.

Acknowledged by:



Date:





**Mineral**  
MITRATTECH

# **CERTIFICATE OF ACHIEVEMENT**

This is to certify that

Stephanie Robbins

has completed the course:

Cybersecurity Awareness for Employees: Security Awareness Essentials

August 28, 2024