

APPENDIX 1

MULTEK GLOBAL MOBILE DEVICE POLICY ACCEPTANCE AND POLICY ACKNOWLEDGEMENT

☐ I have been provided Company-issued mobile device(s).

☐ I have been approved to use personal mobile device(s).

Note: If you will be using both Company-issued and personal mobile device(s) for business purposes, check both boxes.

I, _____ (print name), as the user of the Company-issued mobile device(s) and/or personal mobile device(s) identified above, agree to comply with the policies and procedures set forth in the Multek Global Mobile Device Policy. This includes, but is not limited to, the following:

1. I will use reasonable care and take reasonable precautions to protect and safeguard mobile device(s) from misuse, damage, loss and theft, including making sure all mobile devices are password or security (e.g., fingerprint, facial recognition) protected.
2. I will notify my manager, the HR Department and IT Department as soon as practical if a mobile device is lost or stolen.
3. I will not use mobile device(s) to conduct illegal activity (e.g., downloading and/or using any illegal or pirated software or content), harassment, or other actions prohibited by the Company's policies.
4. I will maintain mobile device(s) in accordance with the instructions of the Company and the IT Department, which may include installing software updates, removing or deactivating certain content/applications, and taking other company-recommended security measures.
5. I will obey all federal, state and local laws and regulations, including traffic laws, related to mobile devices.
6. I will not tamper with (e.g., "jailbreak") or load any pirated apps, software or illegal content on mobile device(s).
7. I will comply with additional guidelines and/or requirements regarding mobile devices provided to me by the Company from time to time.

I further acknowledge and agree that:

- A. All Company-issued mobile devices and equipment remain the property of the Company at all times and must be returned to the Company in good working order upon termination, termination of contract or separation of employment.
- B. The Company may, in its discretion and without notice, take certain security and monitoring measures as set forth in the Global Mobile Device Policy.
- C. I will be required to sign a new Acceptance and Policy Acknowledgement form each time I am provided with a Company-issued mobile device and each time I request to use a new or different personal mobile device.

If Using a Personal Mobile Device

I further agree and consent to the Company installing a management app or software on my personal mobile device(s) that allows the Company to track and manage Company emails, data and other information of the Company and/or its business partners in accordance with the Company's Global Mobile Device Policy.

By my signature below, I acknowledge that I have read and understand the Multek Global Mobile Device Policy and agree to all the terms and conditions set forth therein.

Employee Signature

Date

****Please complete, sign and return this form to the HR Department****