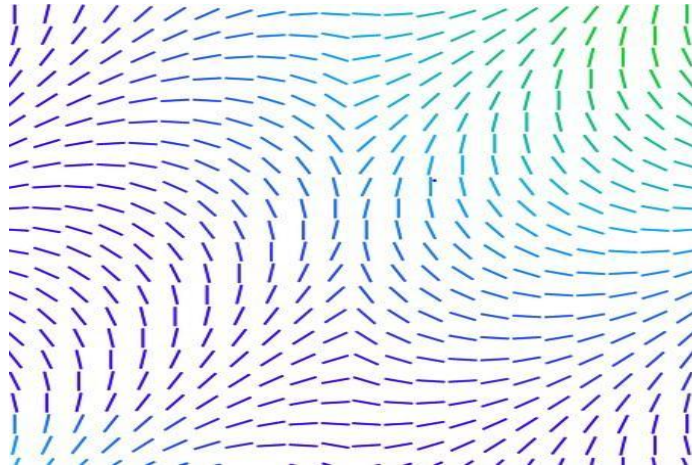




TREPOL 1200

# Acceptable Use Policy



## Table of Contents

1. Purpose .....	4
2. Scope .....	4
3. Target Audience.....	4
4. Roles and Responsibilities.....	4
Chief Information Security Officer (CISO).....	4
Trellix Personnel/Users.....	5
All Management Personnel.....	5
Information Asset Manager.....	5
Business Process Owner (BPO).....	5
5. Policy and Compliance.....	6
5.1 Policy Statement.....	6
5.2 Compliance.....	6
5.3 Enforcement and Management.....	6
5.4 Monitoring and Review of Policy .....	6
5.5 Policy Approval.....	6
5.6 Exceptions.....	6
5.7 Document Location.....	7
5.8 Document Updates .....	7
6. Trellix’s Right to Monitor .....	7
7. Appropriate Use of Resources.....	7
7.1 Access.....	8
7.1.1 Principles of “Need-to-Know “and “Least Privilege”.....	8
7.1.2 Access to Company Data.....	8
7.2 Network Aware Devices.....	9
7.2.1 Trellix Owned Devices .....	9
7.2.2 Device Security Protection .....	9
7.2.3 Contractor Devices.....	9
7.2.4 Vendor Systems and Connections.....	9
7.2.5 Unauthorized Network Devices.....	9
7.2.6 IT Consumables.....	9
7.3 Software .....	10
7.4 Storage.....	10
7.4.1 Use of Removable Media .....	10

7.5 Messaging .....11

    7.5.1 Using Instant Messaging (IM) Software on Trellix Devices .....11

    7.5.2 Use of Email.....11

    7.5.3 SPAM and Malicious Email Reporting.....12

    7.5.4 Commercial Email .....12

    7.5.5 Use of Voice Mail.....13

7.6 Social Media .....13

7.7 Electronic Recordings .....13

7.8 Personal Use of Trellix Resources .....14

7.9 Working While Mobile .....14

    7.9.1 Remote Access .....14

    7.9.2 Working in Public Places.....14

    7.9.3 Working from Small Office Home Office (SOHO) or Other Off-Site Locations.....15

7.10 Inappropriate Use of Information Systems, Data and Assets .....15

7.11 User Access.....16

    7.11.1 Unique User IDs .....16

    7.11.2 Protecting Passwords.....16

    7.11.3 Clean Desk and Clear Screen .....17

7.12 Cloud Computing Services.....17

8. References.....17

9. Definitions and Abbreviations .....18

10. Revisions .....21

11. Approvals.....21

Revisions

VERSION	DATE PUBLISHED	PREPARED BY	CONTRIBUTORS	SUMMARY OF CHANGES
1.1	August 2023	redacted		
1.0	August 2022			

## Approvals

VERSION	DATE PUBLISHED	PREPARED BY	CONTRIBUTORS	BUSINESS UNIT OWNER	APPROVERS
1.1	August 2023	redacted			
1.0	August 2022				