SECURITY GUIDELINES FOR CONSULTANTS

This document provides guidelines regarding standards of conduct and integrity that are expected while assigned to perform work on behalf of Avaya. It does not address every situation or set forth every rule and does not attempt to substitute the exercise of good judgment. Any specific questions regarding these standards should be addressed to Avaya Security.

ID Badges/Electronic Access Cards: • Photo ID Badges which may be issued must be continuously worn and visibly displayed at all times when working in Avaya owned/controlled locations. • In connection with performing work on behalf of Avaya, you may be issued an Electronic Access card or an ID Badge credential combined with an electronic access card to be used for gaining admittance to Avaya facilities. • These cards may **not** be lent to anyone or used to assist another person to enter any Avaya controlled area or building. • Lost ID Badges/Access Cards must be immediately reported to **badge@avaya.com**. • These cards and badges are the property of Avaya and must be returned the day your assignment to Avaya ends, or immediately upon Avaya's request.	**Access of Avaya Computer Systems, Data Networks or any Avaya Computerized Resources:** • In the course of providing your services to Avaya, if you are provided access to any Avaya computer systems, you are required to protect that access using the established system of passwords. Passwords may not be shared with anyone, and reasonable measures should be used to protect them. • You are prohibited from letting any other individual use your account for accessing the Avaya network. • Computer and Network resources are exclusively for Avaya **business purposes**. Non-Avaya business use or personal use is **strictly prohibited**. • Unauthorized access, loss, damage, theft or misuse of computerized or network resources must be reported to Avaya Corporate Security on **1-877-993-8442** or **908-953-7276** prompt 5.
Property Use and Removal: • No property may be removed from Avaya owned/managed premises without written authorization from Avaya Security. The local Property Removal Procedure must be followed which provides a record of persons removing property. • "Scrap" or waste materials are Avaya property and may not be removed under any circumstances. • Avaya has the right to have its authorized security personnel conduct package inspections of items which might reasonably be expected to be used for carrying Avaya property. • All property must be returned immediately upon Avaya's request. • Avaya property and/or resources can only be used in the performance of the services covered by your or your employer's contract with Avaya.	**Treatment and Respect for others while assigned to Avaya:** • The Avaya work environment shall at all times be free from discrimination based on race, color, religion, national origin, sex, age, disability, sexual preference or orientation, marital status, or any unlawful factor. • All laws and regulations shall be strictly complied with. • Avaya will not permit any conduct that creates an intimidating or offensive work environment. This includes, but is not limited to racist, sexist, ethnic, or homophobic comments or jokes; sexual advances, inappropriate physical contact; or sexually oriented gestures, pictures, jokes or statements.

Parking and Vehicle Operation: • All parking and local speed limit regulations shall be followed when operating a vehicle on Avaya owned or controlled properties. • If you operate a motorized vehicle as a normal part of your work assignment at Avaya, you may be provided with special training/rules which must be followed.	**Personal Behavior Standards/Conduct which is specifically prohibited:** • Theft, neglect or abuse of Avaya property. Possession of a firearm (even if unloaded). • Fighting, gambling, possession of narcotics or illegal substances. • Consumption, or being under the influence of intoxicating beverages or illicit drugs or substances. • Use of Avaya resources for personal gain. • Any illegal activity.
Potential Business Conflicts: Unless specifically stated in your or your employer's contract with Avaya, during the hours you are performing services for Avaya, you are prohibited from marketing or selling any products or services to Avaya or others.	**Protecting Avaya's Information:** • You are bound to protect Avaya's proprietary information in a manner consistent with Avaya's policies as stated in the contract between Avaya and you or your employer. • Compromise or loss of Avaya's intellectual property assets must be reported to **1-877-993-8442** or **908-953-7276**.
Reporting Security Related Incidents and Violations of this Document: Security incidents while assigned to Avaya must be reported to **1-877-993-8442** or **908-953-7276**.	**Safety and Environmental Conditions:** While assigned to Avaya, you may be provided with material or have occasion to view video tapes regarding safety and environmental health matters. All local safety rules and regulations must be followed. Incidents must be reported per local procedures.
Vendor System Security Requirements: • In the course of providing your services to Avaya, these requirements apply to any system/device (desktops, laptops, and other mobile devices) accessing Avaya or Avaya Customer's network or data. • You must comply with Avaya policies in addition to TOM's requirements (if executed). • The system must be running an OS that is still supported (with updates and patches) by the OS vendor. • The system must have a supported and regularly updated firewall installed. • The system must be running an Anti-virus/anti-malware solution that is current and regularly updated. • The system must be receiving auto updates. • The system must have hard-disk encryption enabled. • The system must have a screen-lockout of no more than 20 minutes.	