

ACCEPTABLE USE AGREEMENT

Access to Cox Automotive systems and network resources is provided for Cox Automotive business only and is not intended for personal use. Cox Automotive strives to maintain a productive workplace free of harassment and is sensitive to the diversity of its employees. Therefore, all Cox Automotive policies apply to the use of any Cox Automotive system or network resource, including, without limitation, Cox Automotive's policies on discrimination and anti-harassment. Downloading, transmitting, viewing or possessing electronic information on Cox Automotive systems or network resources that is not work related or explicitly authorized in the applicable service agreement is prohibited. This includes, without limitation, items that may be considered pornographic, sexually explicit or offensive. No information accessed through or stored on Cox Automotive systems or network resources should or will be considered private. Cox Automotive reserves the right to continuously monitor system and network use and revoke access, as warranted.

Appropriate measures must be taken to secure confidential, privileged, proprietary or sensitive business information located on Cox Automotive systems and network resources. Data should be accessible only by authorized users with a legitimate business need to know and should have the appropriate data classification marking in accordance with the Cox Automotive Information Classification Standard.

The following activities are explicitly prohibited when using or accessing Cox Automotive resources:

- (a) Downloading, transmitting, storing or possessing information that is not Cox Automotive related;
- (b) Storing, uploading, downloading, using or re-using any material which does not comply with Cox Automotive's acceptable use standards;
- (c) Knowingly storing, uploading, downloading, or transmitting any data that contains viruses, Trojan Horses, time-bombs, keystroke loggers, malware, spyware or adware;
- (d) Knowingly storing, uploading, downloading, or transmitting any other harmful programs or similar computer code designed to adversely affect the operation of Cox Automotive's computer software or hardware systems;
- (e) Using Cox Automotive's computing or network resources for purposes other than those for which they were intended and explicitly specified in the Master Services Agreement (as defined herein);
- (f) Inspecting, altering, deleting, obtaining copies of, publishing or otherwise tampering with files, programs or passwords that the user is not authorized to access;
- (g) Compromising, or attempting to compromise, the integrity of Cox Automotive's computing or network resources by accessing, attempting to access or altering Cox Automotive systems control programs or files; and
- (h) Providing access to non-public documents stored on Cox Automotive's systems or accessible from Cox Automotive's networks to unauthorized personnel.