

Manheim Computer Use Policies

Suppliers are required to ensure that all Supplier Personnel comply with the following policy. However, this requirement shall under no circumstances be construed as creating an employee-employer relationship between Supplier or Supplier Personnel and Manheim.

Electronic Information Security and Appropriate Use Policy

Manheim's information systems – including electronic mail, Internet access, databases, computing hardware and software, telephones, facsimile machines and any other means of communication or information storage – are assets of Manheim and shall be protected from unauthorized use, access, disclosure, destruction, modification or loss, whether accidental or intentional. These systems and equipment may be used only for appropriate Manheim business purposes or for infrequent, brief and appropriate personal communications.

Prohibited Uses of Manheim's Information Systems and Equipment

Prohibited uses of Manheim information systems and equipment include but are not limited to the following:

- Operating a personal business or any undertaking for personal gain.
- Confrontational or inappropriate language including defamation or personal attacks.
- Communications or conduct that could be interpreted as harassment. Manheim will not tolerate the use of any computer system to be used as a mechanism to send or receive offensive messages which harass other employees whether of sexual, religious or racial nature or otherwise. Manheim reserves the right to make the final determination on what we consider harassment.
- Communications or conduct that is potentially offensive to another individual on the basis of sex, race, color, national origin, religion, age, disability or sexual orientation.
- Promotion or publication of one's political or religious views.
- Creation, communication, receipt, downloading, storage or printing of illegal, offensive, indecent, pornographic or obscene materials, including but not limited to any material displaying full or partial nudity of individuals, and/or material which we consider inappropriate for Manheim's work environment. Manheim reserves the right to make the final determination of what we consider to be offensive or inappropriate. Upon receipt of offensive material, an employee shall promptly notify the sender to cease sending such communications. If the communications continue thereafter, the employee shall promptly notify his or her supervisor or the Human Resources Department.
- "Hacking" or attempting to gain access or penetrate any computer or computer network, within or outside of Manheim, without specific and lawful authorization to do so.
- Communications or conduct that disparages Manheim.
- Communications or conduct that disparages the products or services of entities other than Manheim, except as part of an objective report documenting substantial facts.
- Creating or transmitting chain letters.
- Misrepresenting or disguising an individual's identity.
- Communicating Manheim's confidential or proprietary information to anyone not authorized to receive that information.
- Impairing or bypassing the security controls designed to protect Manheim's information systems or equipment.

Manheim also prohibits the distribution of any confidential and proprietary information using unsecured communications systems or equipment including but not limited to cellular or mobile telephone or the Internet.

How the Policy Applies to You

This policy applies to all Manheim's employees and to anyone else who uses Manheim's information systems and equipment, including but not limited to Manheim service providers and service provider personnel.

Manheim's Right of Access to Information to Systems and Equipment

All information created, communicated, received, or stored on Manheim's information systems and equipment is the property of Manheim. If you use Manheim's information systems and equipment, you waive any claim to privacy. Manheim reserves the right to access, inspect, retrieve, and disclose for appropriate business purposes any and all information created, communicated, received, or stored on its information systems or equipment, in compliance with applicable law. Such appropriate business purposes include but are not limited to:

- Finding lost information.
- Performing job duties of an employee who is absent from work or is unavailable.
- Evaluating the effectiveness of Manheim's information systems or equipment.
- Investigating suspected criminal acts or breaches or security.

- Investigating suspected or potential violations of Manheim’s policies, including but not limited to this Electronic Information Security and Appropriate Use Policy.
- Repairing or recovering from failures of Manheim’s information systems or equipment.
- Responding to inquiries and court orders.
- Monitoring compliance with the Appropriate Use Policy and other policies.

ELECTRONIC MAIL

Electronic Mail is an important and sensitive business tool. Employees may use electronic mail to facilitate their communication within Manheim and with business partners of Manheim. This Electronic Information Security and Appropriate Use Policy expressly applies to electronic mail created, received, communicated, or stored on Manheim Communications’ electronic mail systems or equipment. Thus, all electronic mail messages, business and personal, sent or received on or through Manheim’s electronic mail systems or equipment are the property of Manheim and the content of all messages must be suitable for Manheim’s business environment.

Anyone using software licensed to Manheim, installed on Manheim equipment or located in Manheim premises must comply with all restrictions on software usage that are imposed on Manheim.