

Go-Cort, Inc. Bring Your Own Device Policy

Last Update Status: Updated January 2021

1. Overview

Go-Cort, Inc. (DBA Apptoto) grants its employees the privilege of using smart devices of their choosing at work for their convenience. Go-Cort, Inc. reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

2. Purpose

This policy is intended to protect the security and integrity of Go-Cort, Inc.'s data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Go-Cort, Inc. employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

3. Scope

This policy applies to all Go-Cort, Inc. (DBA Apptoto) employees and affiliates.

4. Acceptable Use

4.1. Acceptable business use is defined as activities that directly or indirectly support the business of Go-Cort, Inc.

4.2. Go-Cort, Inc. defines acceptable personal use on company time as reasonable and limited personal communication or recreation, such as reading or game playing.

4.3. Employees are blocked from accessing certain websites during work hours/while connected to the corporate network at the discretion of the company.

4.4. Devices' camera and/or video capabilities need not be disabled while on-site.

4.5. Devices may not be used at any time to:

4.5.1. Store or transmit illicit materials

4.5.2. Store or transmit proprietary information belonging to another company

4.5.3. Harass others

4.5.4. Engage in outside business activities

4.6. Employees may use their mobile device to access the following company-owned resources: Slack, email, calendars, contacts and documents.

4.7. Employees may only access administrative areas of the Go-Cort, Inc. application if their device is a) white listed with the company, and b) using a VPN. (See Go-Cort, Inc. Mobile Device Management Policy)

5. Devices and Support

5.1. Personal smartphones and tablets of all types and OS are allowed.

- 5.2. Connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.
- 5.3. Personal devices must be verified and approved with IT before they can access the network.

6. Reimbursement

- 6.1. Aptoto will not provide personal smart devices to employees.

7. Security

- 7.1. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- 7.2. Smartphones and tablets that are not on the company's approved list of supported devices are not allowed to connect to the network.
- 7.3. Employees' access to company data is limited based on user profiles defined by IT and automatically enforced. (See Go-Cort, Inc. Mobile Device Management Policy)

8. Risks/Liabilities/Disclaimers

- 8.1. The company reserves the right to disconnect devices or disable services without notification.
- 8.2. The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.
- 8.3. The employee is personally liable for all costs associated with his or her device.
- 8.4. The employee assumes full liability for risks including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable while at work.
- 8.5. Go-Cort, Inc. reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

9. Policy Compliance

- 9.1. Compliance Measurement
Go-Cort, Inc. will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback from employees.
- 9.2. Exceptions
Any exception to the policy must be approved by Go-Cort, Inc. in advance.

9.3. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

10. Revision History

Date of Change	Responsible	Summary of Change
November 2020	Frank Cort	Adopted and customized to apptoto.com
January 2021	Frank Cort	Customized to Go-Cort, Inc. (DBA Apptoto)