

I. Purpose

The purpose of this Standard is to provide You with the requirements for acceptable use of CHS technology and information resources.

II. Applicability

This Standard applies to You because You are one of the following:

- a. CHS employee,
- b. independent contractor,
- c. consultant, or
- d. other authorized third party with access to or use of CHS technology and information resources.

III. Individual Responsibilities

You:

- a. Must use CHS technology and information resources in accordance with the CHS Code of Conduct,
- b. Are accountable for all transactions made with any CHS account(s) assigned to You,
- c. Must report suspicious or unauthorized system activities to the IT Service Center,
- d. Must comply with all software license restrictions and copyrights (whether they are for software or other copyrighted materials), and
- e. Must not disable or circumvent security features on any CHS device.

IV. Business Purpose Usage

You must:

- a. Conduct CHS business only on systems, applications, and equipment approved by CHS Information Technology,
- b. Store and transmit all CHS data only on systems, applications, and equipment approved by CHS Information Technology, and
- c. Use CHS technology and information resources in a manner that complies with CHS Policy. Some examples are (for specific policies, reference CHS Source):
 - i. You must not access, download, or send any materials of a discriminatory, offensive, or obscene nature, and
 - ii. You must not use or load any unapproved programs or software, contact IT for questions.

V. Personal Usage

Your personal use of CHS technology and information resources:

- a. Must be kept to a minimum,
- b. Must not violate this Standard or any other CHS Policy,
- c. Must not interfere with, disrupt, or impede in any way CHS technology and information resources, the users, or other employees job performance, and
- d. Must not be used to further personal gain or benefit, this includes any personal business activities.

VI. Data Usage

- a. Where we identify a business risk, we may access the contents of Your communications on a case-by-case basis, as outlined in the Monitoring Usage section (e).
 - i. Our access is always subject to legally-required, reasonable safeguards.
- b. Any information we obtain will only be disclosed to and accessible by select personnel in the Information Security, Compliance & Integrity, and Legal departments.
 - i. Select personnel in Human Resources and, if appropriate, the applicable supervisor will deal with any escalation.
- c. Information will be processed in accordance with all applicable privacy and data protection laws.
- d. Data may be deleted from devices by CHS in accordance to the CHS Retention Policy.

VII. Monitoring Usage

- a. CHS systems enable us to monitor CHS technology and information resources.
- b. Your use of CHS technology and information resources (including Your personal use) may be monitored, either continually or occasionally, by automated software. We may monitor Your use for the following business reasons:
 - i. Protection against loss or corruption of personal data and other restricted and confidential data, or
 - ii. To carry out legal obligations as an employer.
- d. We monitor only to the extent permitted, or required, by law and as necessary and justifiable for business purposes.
- e. We may retrieve the contents of email messages created, sent, and received using CHS technology and information resources or check internet usage (including pages visited and searches made) as reasonably necessary for the following purposes (this is not a complete list):
 - i. to monitor whether use of the email system or the internet is legitimate and complies with this Standard,
 - ii. to protect CHS from data loss or corruption,
 - iii. to find lost messages or to retrieve messages lost due to systems failure,
 - iv. to assist in the investigation of alleged wrongdoing, or
 - v. to comply with any legal obligation.
 - vi. to monitor for CHS network security purposes

VIII. Exceptions and Reporting

There are no exceptions to this Standard. To report any violation of this Standard You may contact any of the following;

- i. Contact Your supervisor
- ii. Contact CHS Information Security Office
- iii. Human Resources
- iv. To report anonymously contact the CHS Compliance helpline (see below for a link to Report a Concern on CHS Source).

X. Acknowledgement

Prior to using CHS Resources, You must acknowledge each of the following:

- a. You have read and understand the requirements presented in this Standard.
- b. Although You may have passwords to access CHS systems, equipment or the internet, You should not assume that anything You create, store, send or receive in or through CHS systems, equipment, or the internet will be, or will remain, private and/or confidential.
- c. CHS may monitor Your use of CHS's equipment, systems, and the internet and any electronic or voice communications that You send or receive.
- d. You understand that violations of this Standard may result in disciplinary actions up to and including removal of access, termination of employment or contract, and possible legal action.