Acceptable Use of P&G Technology Policy

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1. Purpose

P&G Technology is intended to be used for P&G business only. To that end, this Acceptable Use Policy (the "Policy") ensures that P&G employees, Non-Employees, third-party vendors, understand how to use P&G Technology in compliance with Company policy and law; and to serve as a set of guidelines and rules for the rest of the company policies that correlate with the Acceptable Use Policy. Compliance with this Policy helps lower cybersecurity, licensing, and liability risk; improve productivity; and prevent misuse and abuse of P&G Technology.

2. Scope

Users covered by the policy include (but are not limited to) P&G employees, Non-Employees, third-party vendors, that interact with any P&G Technology. For this Policy "P&G Technology" means any device, software, or application (e.g., laptop, desktop, copier, tablet, smartphone, plant hardware) provided by P&G (or by a third-party on behalf of P&G) or P&G network that connects devices to other devices or technologies (e.g., wireless, Ethernet). All P&G-owned devices (e.g., CorporateMobile, Corporate Blended (Blended Payment), and P&G-managed devices (YourMobile, YourMobile Lite) are also considered P&G Technology.

3. Policy Requirements

PG requires that P&G Technology is used for P&G business only; to that intent, P&G business must only be conducted on Approved Applications vetted through the IT Application Risk Management process (e.g., Application/Software Registration Decision Tree, iRisk, SW Vetting) (see section 6.1.1, 6.1.2, 6.1.3). Conducting P&G Business on Non-P&G Technology is **strictly prohibited** (see section 4.2.3). The personal use of P&G Technology is restricted to only emergency or incidental personal use (see section 4.2.2).

Users must always comply with applicable laws (including copyright laws), legal agreements (including labor agreements), and contracts (including software licensing agreements).

Users must not use P&G Technology to engage in activity that may harass, threaten, or abuse others or that may be reasonably deemed offensive, indecent, or obscene.

When other policies, guidelines, instructions, and/or user agreements are more specific or restrictive than this Policy, the more restrictive requirements apply. However, nothing in this Policy is intended or will be applied to prohibit employees from exercising any rights protected under local law or to prohibit employees' communications protected by local law, including regarding the terms and conditions of their employment.

4. Policy Compliance

4.1. Compliance Measurement

The Governance Risk and Compliance Team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

4.2. Non-Compliance

Violating this Policy may result in disciplinary action, consistent with local laws, up to and including termination. Employees affected by this Policy are expected to read and follow it, directing any questions to the Policy Contact.

5. Definitions and Terms

Item	Definition or Terms
BYOM	Bring Your Own Mobile
YourMobile	Formerly referred to as Bring Your Own Mobile (or "BYOM"), a term used in naming P&G mobility Programs and Solutions that indicates a Device is owned and paid for by the User and may be used for Blended Use.
P&G Technology	Any device, software, or application (e.g., laptop, desktop, copier, tablet, smartphone, plant hardware) provided by P&G (or by a third-party on behalf of P&G) or P&G network that connects devices to other devices or technologies (e.g., wireless, Ethernet). All P&G-owned devices (e.g., CorporateMobile, Corporate Blended (Blended Payment), and P&G-managed devices (YourMobile, YourMobile Lite) are also considered P&G Technology.
Non-P&G Technology	Any device, software or application that is not provided by P&G or by a third-party on behalf of P&G (e.g., personal laptop, desktop, copier, tablet, smartphone not enrolled on BYO/ YourMobile. Personal email, personal cloud services such as Google Drive, box, Dropbox, etc.
Approved Applications	Applications in which P&G business may only be conducted. These are applications vetted through the IT Application Risk Management process (e.g., Application/Software Registration Decision Tree, iRisk, SW Vetting) (see section 6.1.1, 6.1.2, 6.1.3).
Users	P&G employees, Non-Employees, Third Party Vendors that interact with any P&G Technology.

6. Appendix or References

6.1. Related Standards, Policies and Processes

6.1.1.   IT Asset Management (ITAM) Policy
6.1.2.   IT Asset Management – Software Vetting and Enforcement
6.1.3.   IT Asset Management – Application Governance
6.1.4.   Applications Authorized for use on Non-P&G Technology
6.1.5.   PG Guidelines For Use of Zoom

6.1.6. [Global Mobility Policy](#)
6.1.7. [System Access Policy](#)

6.2. Trainings & Knowledge Base

- [Acceptable Use P&G Technology Policy (AUP) Awareness Training](#)
- [Password Security](#)

6.3. Review and Update History

Date	Performed By	Summary of Review or Update
6/5/2024	Charpentier.a.1	Simplification of policy and requirements moved into a new guideline
9/10/2024	Charpentier.a.1	Review of links
30/10/2024	Charpentier.a.1	Removal of mobility Blended Payment Plus that is no longer provided and restructure of the sentence for clarity "All P&G-owned devices (e.g., CorporateMobile, Corporate Blended (Blended Payment), and P&G-managed devices (YourMobile, YourMobile Lite) are also considered P&G Technology." Removal of Policy owner information. Adding additional examples of what an approved application is for clarity "vetted through the IT Application Risk Management process (e.g., Application/Software Registration Decision Tree, iRisk, SW Vetting)"