Policy Owner: Maciej Witan
Policy Approver: Vittorio Cretella
Policy Contact: Maciej Witan

Scope: Global
Approval Date: June 23, 2021
Effective Date: August 15, 2021

Acceptable Use of P&G Technology Policy

Intent

P&G Technology is intended to be used for P&G business. To that end, this Acceptable Use Policy ("Policy") ensures that P&G employees understand how to use P&G Technology in compliance with Company policy and law. Compliance with this Policy helps lower cybersecurity, licensing, and liability risk; improve productivity; and prevent misuse and abuse of P&G Technology. As further described in Section 5 below ("P&G Mobility Services for Business and Personal Use"), all P&G owned and P&G managed devices are also considered P&G Technology.

Scope

Users must conduct P&G business and use P&G Technology consistent with the below requirements. For this Policy "P&G Technology" means any device (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).

Policy Requirements

1. Approved Applications
   a) P&G business may only be conducted on:
      i. Applications (whether downloaded software or web applications) that meet one or more of the following criteria:
         (1) Acquired through the P&G Apps Center;
         (2) Built into / embedded in Company hardware (for example, plant or IT equipment);
         (3) Adopted enterprise solutions (e.g., SAP, WebEx);
         (4) Vetted through the IT Risk Management process (e.g., iRisk);
         (5) Purchased using approved purchasing processes (SHI) for P&G Technology.
         All applicable criteria must be met. Such applications are called "Approved Applications" for purposes of this Policy.
      ii. Other applications which the Company may allow to be used on an exception basis, available on security.pg.com, and contingent on specific restrictions.

2. Use of P&G Technology for P&G Business
   a) P&G business may only be conducted on P&G Technology, except as described in Section 4 "Use of Non-P&G Technology for P&G Business" below.
   b) Users may only use tools and applications that they specifically have been authorized and licensed to use, even if otherwise an Approved Application.
   c) P&G data or information may only be transmitted (emailed, uploaded, posted, etc.) using Approved Applications. P&G business data must not be sent to or from personal email and must not be stored on

personal cloud services or storage (removable devices). Employees must use only Company-issued email/cloud services and storage/removable devices for business use and handling of all P&G business data.

d) Users must follow all relevant policies and guidelines in ITPolicy.pg.com, as well as any other specific security instructions to protect all P&G Technology and all Company information.

3. Personal Use of P&G Technology
   a) P&G email credentials must not be used to sign up for any online services meant for personal use (e.g., cloud services, social media).
   b) Personal use of P&G Technology is restricted to only emergency or incidental personal use that:
      i. Does not cost the Company money
      ii. Does not violate license agreements; and
      iii. Does not significantly impact productivity

4. Use of Non-P&G Technology for P&G Business
   a) Conducting business on non-P&G Technology is strictly prohibited except in the below circumstances:
      i. When using a non-P&G network consistent with Security and IT policies (for example, a home, hotel, or vendor wireless network);
      ii. If there is both a sustained outage of a P&G Technology or solution and a Band 6 Manager or above approves use of a non-P&G Technology for business use;
      iii. Any application (including Office 365) that utilizes federated identity management including Multi-Factor Authentication (e.g., Ping) and on devices that utilize security software for mobility (e.g., Workspace ONE/Intelligent Hub/VMWare).

5. P&G Mobility Services for Business and Personal Use
   a) CorporateMobile devices are P&G Technology, and as such, only emergency or incidental personal use is permitted on the device.
   b) All blended personal/business-use mobility devices (including YourMobile and BlendedPayment) are also considered P&G Technology as it relates to business use. This means that P&G business must be conducted consistent with Section 2 "Use of P&G Technology for P&G Business." However, broader Personal Use of these blended use devices is permitted consistent with the terms of the User Agreement for the applicable mobility program.

6. Compliance with Law and Policy
   a) Users must always comply with applicable laws (including copyright laws), legal agreements (including labor agreements), and contracts (including software licensing agreements).
   b) Users may 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.
   c) 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 with regard to the terms and conditions of their employment.

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Definitions

Approved Applications	Approved applications are those provided by the Company. For example, approved applications can be found in P&G Apps Center, P&G App Store, etc.
P&G Technology	Any device (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).

References

- Password Protection Standard