

## Photocopier Use Policy

### **POLICY**

- FULL TITLE OF THE POLICY
- SUMMARY OF THE POLICY
- OBJECTIVES OF THE POLICY
- SCOPE OF THE POLICY
  - Persons Affected
  - Activities and Property Involved
  
- DEFINITIONS OF WORDS AND EXPRESSIONS USED IN THE POLICY
  - Usual Meaning
  - Other Company Documents
  - Specific Definitions
  
- STATEMENT OF THE POLICY
  - Ownership
    - Photocopier System
    - Information, Messages, Files and Data
  
  - General Principle of Access
  - General Principle of Use
  - Authorized Use
  - Prohibited Use
  - Outside Use
    - General Principle
    - User's Residence
    - Portable Equipment
    - Equipment Borrowing Form
    - User's Obligations and Responsibilities
  
  - Personal Use
    - General Principle
    - Exceptions
  
  - User's Obligations
  - User's Responsibilities
  - Respect of Intellectual Property
  - Confidentiality Obligation
    - Scope of Obligation
    - Legal Proceedings

- Rights of the Company
  - Release From Liability in Favour of the Company
- SANCTIONS FOR VIOLATING THE POLICY
  - List of Sanctions
  - Preconditions for the Imposition of Sanctions
  - Legal Recourses by the Company
- REQUEST TO DEROGATE FROM POLICY
- POLICY HISTORY
- EVOLUTION OF THE POLICY
  - Implementation
  - Application
  - Follow-Up and Assessment
  - Questions, Comments and Suggestions
  - Interpretation and Review by a Committee
- GENERAL PROVISIONS OF THE POLICY
  - "Force majeure"
  - Severability
  - Headings
  - No Waiver
  - Cumulative Rights
  - Amendment or Cancellation of the Policy
  - Number and Gender
  - Elapsed Time
  - Other Applicable Policies
- EFFECTIVE DATE OF THE POLICY
- TERM OF THE POLICY
- SIGNATURE OF THE COMPANY'S REPRESENTATIVE

#### ***UNDERTAKING BY THE EMPLOYEE TO RESPECT THE POLICY***

- DECLARATION BY THE EMPLOYEE
- EMPLOYEE'S UNDERTAKINGS
- CONDITION OF EMPLOYMENT
- SIGNATURE OF THE EMPLOYEE