

Appropriate Use and Protection of Computer Resources

Policy Name: APPROPRIATE USE AND PROTECTION OF DOFASCO COMPUTER RESOURCES

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INTRODUCTION

Computer resources are intended for use by employees in the course of their employment with the Company. Improper use or misuse of the company's computer resources can result in system failures, overloading of computer resources, loss of company data, or the introduction of computer viruses.

The following procedures detail how employees should use ArcelorMittal Dofasco computer resources.

1. PROCEDURES

- Computer and communications systems are to be used for ArcelorMittal Dofasco business purposes only. Under no circumstances should company computers or computer resources be used for outside business or personal interests.
- Company mandated software and settings **MUST NOT** be disabled for any reason.
- All computer systems will have the appropriate security software in place to prevent/minimize the impact of malicious software.
- Appropriate security software is a mandatory condition of connection to, and use of the corporate network.
- All non-ArcelorMittal Dofasco systems will be inspected before connecting to the corporate network.
 - This applies to all notebooks, desktops, handhelds, wireless devices that may be used by Employees, Customers, Vendors, Consultants etc. in addition to any system considered temporary (e.g. demonstrations, evaluations, testing, etc.)
- Games must not be stored or used on any company computer systems.
- Screen savers and wallpaper (other than those supplied with the operating system or by the company) are not allowed.

- Materials that may be considered inappropriate or offensive (either graphical, audio or text) must not be generated, stored, or forwarded on company computer systems.
- Non-standard software may only be used under the following conditions:
 - Both the Business Unit and Information Systems have approved a business case as a result of compliance to the Information Systems certification process.
 - The use of this software does not compromise the integrity of the company computing infrastructure.
 - It has been approved through the Information Systems Certification Process for use on company computers and is incorporated into the ArcelorMittal Dofasco image.
 - Appropriate licenses are in place to run the software.
 - It must be scanned for viruses prior to use.

Social Media site usage protocol and procedures are addressed under the [ArcelorMittal Global Social Media Procedure](#) and strict adherence is required.