



TEAM MEMBER GUIDE

601 SOFTWARE INSTALLATION

The goal of the IT Department is to provide stable technology solutions that perform well, and appropriately address business needs.

The purpose of this software installation policy is to address all relevant issues pertaining to appropriate software installation and deployment on the Company's computing systems.

Supported Software

The IT Department does not provide support for any unauthorized software. The IT Department expressly forbids installation of unauthorized software.

Team Members are **prohibited** from connecting their personal equipment (cell phones, ipads, tablets, etc.) to the network as it slows down our operations in the stores. Team Members are also **prohibited** from installing any wireless equipment (routers or access points) into the Company's network as it is a major security risk.

Software Requests

If a Team Member would like to have software installed on their system, approval must be obtained from the IT Department. The IT Department reserves the right to reject any software installation request for any reason.

Software Installation

Software titles are to be installed on Company-owned equipment by the IT Department, or under their direct supervision.

All software installed on Company systems (including all commercial and shareware products) must be used in compliance with all applicable licenses, notices, contracts, and agreements.

The IT Department reserves the right to uninstall any unapproved software from a Company-owned system. Team Members must not connect or disconnect any equipment or uninstall any software without the guidance from either the IT Department or the Cabling Technicians.

Periodic Audits

The IT Department reserves the right to monitor software installation and usage on the Company's computer systems. The IT Department will conduct network surveillance and periodic audits to ensure compliance with this Software Installation policy. Unannounced, random spot audits may be conducted as well. During such audits, scanning and elimination of computer viruses may also be performed. Other unsanctioned software may also be uninstalled at this time.



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Non-Compliance Penalties

Team Member who contravene the Company's policy on software installation will be subject to investigation. Disciplinary actions/penalties for any violation of this policy will vary depending on the nature and severity of the violation.

Disciplinarian actions/penalties include, but are not limited to, written warning, suspension, and/or termination of employment for cause. Team Member's may also be subject to civil or criminal prosecution under applicable law(s).