

Orion Advisor Solutions, Inc.

Facebook Workplace Acceptable System Use Policy

Definitions

USER – Any full or part-time employee, intern, contractor, consultant, temporary, or other individual who has been authorized to access the Orion Facebook Workplace Environment (“Workplace”).

PERSONALLY IDENTIFIABLE INFORMATION (“PII”) - an individual’s first name or first initial and last name plus any of the following: social security number, birthdate, driver’s license number or other state-issued identification number, financial account number or credit card, debit card or bank account number, any other personally identifiable non-public information.

Purpose

This policy outlines the approved manner in which Workplace may be utilized. This policy exists to protect Users, partners, and Orion as a whole from individual actions which could result in system damage, information compromise, or legal liability.

Policy

Orion Workplace must be used for business-related purposes, and in a professional, ethical, and lawful manner.

Scope

The Acceptable System Use policy and standards apply to all Users of Workplace.

Standards

- Users may not introduce PII or other sensitive information into the Workplace environment, including messages, documents, screenshots, or any other form.
- Unauthorized use of Workplace may constitute theft, which can be punishable by law.
- Users must protect the secrecy of their passwords, accounts, and account-related information. Users must take care to prevent the use of their assigned accounts by

unauthorized individuals.

- Users may not engage in any activity that is illegal under local, state, federal, or international law while utilizing Workplace.
- Users may not employ Workplace to procure or transmit material that is offensive in nature or in violation of sexual harassment or hostile workplace laws.
- Users may not utilize Workplace to conduct malicious activities.
- Copyright, patent, and trademark laws apply to all electronic information. Violation of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, is prohibited.
- Orion takes no responsibility to defend or share liability with any user who uses Workplace in a manner inconsistent with this policy.

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