

Information Technology Acceptable Use Policy

Overview

Our information systems are a tool we provide to assist you in the performance of your job. If used properly, the Company computers and network are valuable resources for increasing daily efficiency. If used improperly, however, they can cause problems on business and personal levels.

We expect that you use our computer systems in a professional and appropriate manner, keeping in mind that use of the systems are a privilege, not a right and based on mutual trust and respect for others.

This policy also applies to all parties with access to use our computer systems and supersedes all other policies.

The Details

This Information Technology Acceptable Use Policy (AUP) applies to all staff of Concert Properties Ltd., Concert Real Estate Corporation, Concert Realty Services Ltd., Concert Infrastructure Ltd., VLC Leaseholds Ltd., ("Concert"), and Tapestry Limited Partnership (Tapestry) and to other parties extended access to Company resources. The intent of this policy is to formalize and consolidate previous memos and instructions.

General Principles

Use of the Internet by Concert employees, contractors, consultants, temporaries, and other suppliers is permitted and encouraged where such use is suitable for business purposes and supports the goals and objectives of the Company and its business units. The Internet is to be used in a manner that is consistent with the Company's standards of business conduct and as part of the normal execution of an employee's job responsibilities.

- Corporate e-mail accounts, FTP sites, Internet IDs and web pages should not be used for anything other than corporate-sanctioned communications.
- While Concert desires to provide a reasonable level of privacy, users should be aware that the data they create on the Company's systems remains the property of Concert. Because of the need to protect Concert's networks, the Company cannot guarantee the confidentiality of information stored on any network device belonging to Concert.
- Use of Internet and e-mail may be subject to monitoring for security and/or network management reasons. Users may also be subject to limitations on their use of such resources.
- The distribution and contents of any information through the Internet, computer-based services, e-mail, and messaging systems is subject to the scrutiny of the Company. The Company reserves the right to determine the suitability of this information.
- We reserve the right to withdraw access to the facilities (computers, mobile devices or network) from any user if they demonstrate unethical, inappropriate or uncooperative use of the system.
- The use of computing resources is subject to Canadian law and any illegal use will be dealt with appropriately.
- As a good business practice, Concert has blocked access to certain websites.

Users of computer systems are prohibited to:

Internet

- Visit Internet sites that contain obscene, hateful or other objectionable materials.
- Make or post indecent remarks, proposals, or materials on the Internet.

E-Mail

- Solicit e-mails that are unrelated to business activities or for personal gain.
- Send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Represent personal opinions as those of the Company.

Confidentiality

- Upload, download, or otherwise transfer commercial software or any copyrighted materials belonging to parties outside of the Company, or the Company itself.
- Reveal or publicize confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer software source codes, computer/network access codes, and business relationships.
- Send confidential e-mails without suitable encryption.

Security

- Download electronic files without implementing virus protection measures that have been approved by the Company.
- Interfere with the normal operation of the network. For example:
 - The propagation of computer viruses or other malware.
 - Sustained high volume network traffic that substantially hinders others in their use of the network. (e.g., playing radio through computer, running stock market quotes or streaming videos).
- Examine, change, corrupt, destroy, or use another person's files, output, or user name for which they do not have explicit authorization.
- Share their logon credentials to any computer system with other staff or parties, without explicit consent from IS+T.
- Use passwords from personal systems on Concert computer systems.

General

- Download or install software not approved and licensed for use on Company equipment.
- Perform any other inappropriate uses identified by IS+T.

Enforcement

- Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with the Company. Concert may also bring legal action to enjoin violations and/or to collect damages, if any, caused by violations.

Additional IT resources and guidance can be found [here](#), for feedback or questions please contact:

service@concertproperties.com

1-844-312-5191

Concert reserves the right to amend this policy with reasonable notice