

Policy on the Use of Company Resources

1. General

The company resources of Ordina are very valuable. We use them every day. Without company resources, such as laptops, (lease) cars, telephones, and know-how, we would not be able to do our work properly.

Ordina is happy to make its company resources available to you so you can carry out your work. In return, we expect you to use the company resources in a responsible way. These Guidelines on the Use of Company Resources have been drawn up to help you.

2. Basic Rules

Examples of Ordina company resources:

- cars, computers, telephones, copying machines, paper and other office supplies, letter franking;
- but also: Ordina programming, know-how, data, and other intellectual property rights.

- The company resources of Ordina may only be used for their intended purpose. The basic rule is that the company resources of Ordina are exclusively intended for work-related use. The only exception to this rule is when private use is explicitly permitted, such as the private use of a company car.

Example: You are organising a big party for you brother. You only have a small printer at home, and it is not ideal for printing out 75 invitations in colour. You would therefore like to print out the invitations on the copying machines of Ordina.

Question: Is this allowed?

Answer: No, you are not allowed to use the copying machines of Ordina for private purposes.

Example: When you are not at work you develop your own software programming in your spare time. You use your own private laptop for this. But you also use Ordina tooling and code, which you have copied for this purpose. However, you have not discussed this with your manager.

Question: Is this allowed?

Answer: No, you are not allowed to use Ordina tooling and code for non-Ordina purposes unless you have obtained the prior written permission of your manager first.

***NB:** If you make your own programming available to others - paid or unpaid - this will be considered an outside activity that by nature is competing with the activities of Ordina. Regardless of whether or not you are using Ordina tooling and code, any such outside activity is also not allowed unless you have obtained the prior written permission of your manager first. See also the Guidelines on Preventing Conflicts of Interest.*

- For company resources that have been made available to you on loan, you must keep to the conditions as set out in the applicable agreements or regulations, such as:
 - Loan Agreement Mobile Telephone
 - Loan Agreement Data Subscription
 - Loan Agreement Laptop/Desktop Computer
 - Lease Regulations (appendix to the General Employment Conditions)

Furthermore, that provided for in article 34 of the General Employment Conditions will apply for all company resources that are made available on loan to employees.

- The company resources of Ordina must be looked after carefully. That means, amongst other things, that you must do your best to protect the company resources against theft, damage, and loss.

It also means you must use the company resources, and any necessary energy, as economically as possible, and avoid any unnecessary waste. See also the Sustainability Policy published on Connect.

3. Do you have any questions or doubts?

Are you unsure about what to do in a certain situation? Then do not hesitate to get in touch with your manager or the Compliance Officer.

In case of non-compliance with this policy Ordina may take disciplinary measures.

These Guidelines on the Use of Company Resources should be read in combination with:

- Sustainability Policy
- Guidelines on the Use of Mobile Devices and Data Carriers
- Guidelines on Handling Information
- Guidelines on Preventing Conflicts of Interest
- Lease regulations (appendix to the General Employment Conditions)
- Loan Agreement Mobile Telephone
- Loan Agreement Data Subscription
- Loan Agreement Laptop/Desktop Computer