

## Agreement to Comply With OPIC Information Security Policy

OPIC is committed to information security and employs specialists to maintain security. However, it is the responsibility of users to comply with all information security policies and procedures. By signature below, the employee or contractor hereby acknowledges and agrees to the following:

1. The employee or contractor is a “user” as defined in the OPIC information security policy handbook.
2. As a user, he/she shall comply with security measures prescribed by the OPIC information security policies.
3. The user shall protect OPIC information resources in his/her possession from unauthorized activities including disclosure, modification, deletion, and misuse.
4. The user agrees that they will only obtain, use, or disclose information in an authorized fashion and for authorized purposes.
5. The user has read and agrees to abide by OPIC’s information security policies and the “OPIC Information Security Handbook.”
6. The user agrees to discuss with his/her OPIC supervisor any policies or procedures not understood.
7. Access to OPIC information systems is a privilege that may be changed or revoked at the discretion of management.
8. Access to OPIC information systems automatically terminates upon termination of OPIC employment.
9. The user shall promptly report any suspected violations of OPIC security policies to the Information Systems Security Officer (ISSO).
10. This document may be amended from time to time. OPIC will notify users of amendments. Users will keep abreast of amendments as made available.

The user understands that anyone found to violate these policies is subject to disciplinary and/or legal action, including but not limited to:

1. Loss or limitation of use of information resources
2. Termination of employment
3. Referral for criminal prosecution.

ACKNOWLEDGMENT: OPIC INFORMATION TECHNOLOGY POLICY

\_\_\_\_\_  
User’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print User’s Name

\_\_\_\_\_  
Employee / Contractor  
(circle one)