

# Policy on the use of KARO computer hardware and software

## INTRODUCTION

This IT policy is designed to ensure that all users of KARO's IT equipment, SIM cards and wifi network comply with the rules governing the use of licensed software. It is imperative that each user understands the legal and financial consequences of using unauthorized software on KARO equipment and networks.

## USE OF LICENSED SOFTWARE

All users of KARO's IT equipment, including but not limited to computers, wifi networks and associated projects, must only use software for which KARO has a valid license. No unauthorized software may be installed, used or operated on KARO equipment.

## USER RESPONSIBILITY

Users are individually responsible for any use of unauthorized software on KARO equipment. In the event of infringement of this policy, the user concerned will be liable for any fines or penalties imposed by copyright holders or competent authorities.

## SOFTWARE ACQUISITION PROCEDURE

Any request to acquire software must be submitted to the IT department manager, for review and purchase of an appropriate license. No software may be installed or used without prior authorization.

## CONSEQUENCES OF NON-COMPLIANCE

Users who violate this policy are subject to disciplinary action up to and including termination of employment. In addition, KARO reserves the right to take legal action against individuals responsible for serious violations of this policy.

## GENERAL PROVISIONS

This policy applies to all employees, contractors and third parties using KARO equipment and networks. Failure to comply with this policy may result in legal and financial consequences for the individual and for KARO as a company.

## CONCLUSION

It is imperative that all users understand and abide by this policy to ensure legal compliance and protect KARO's interests. Any questions regarding this policy should be directed to the Human Resources Department or to KARO's IT Manager.

Name:

N° Matricule:

Signature  
and Date