



Third-Party Information Security Policy

01/26/18

1 Background

ADTRAN has a commitment to protect our corporate data and information assets to ensure business continuity and protect against loss from a growing number of security threats. ADTRAN's information security management system was developed to protect ADTRAN's information assets, ensure reliability and integrity of information processing activity, and protecting the privacy and legal position of the company and its stakeholders. ADTRAN uses the ISO 27001 Standard as the foundation for our information security management system and the protection of ADTRAN's information assets.

2 Policy Scope

All employees, suppliers, contractors or other 3rd parties accessing ADTRAN information systems are required to adhere to the information security management system and additional information security statement(s) provided by ADTRAN's Information Security Managers. Non-compliance will be considered unacceptable and could lead to termination of service.

The scope of ADTRAN's information assets includes (but not limited to):

- All ADTRAN data
- All physical locations holding ADTRAN information assets
- All information systems that access, process, or have custody of ADTRAN information assets

Examples of information assets include (but not limited to):

- Data
 - Office documents
 - Schematics
 - Generated output files
 - Reports
 - etc.
- Information systems equipment, programs and related software applications
 - Business servers
 - Desktops, laptops, and mobile devices
 - Printers, copiers, and fax machines
 - E-mail and text-based system(s)
- Databases, network file storage, cloud file storage, and removable media.
- Local, online, and cloud software applications
- Networks and network equipment
- Telephone systems and telephone equipment
 - Telephones
 - Voicemail
- All other computing, data communications and telecommunications environments

3 Privacy Statement

Users should make no assumption of personal privacy when creating, transmitting or storing personal information on ADTRAN's information systems. All information assets stored or created on ADTRAN's information systems is the property of ADTRAN. ADTRAN reserves the right to access all information for purposes of ensuring a productive work environment, free of unwanted intrusions and objectionable elements.

ADTRAN provides each user a server-based storage location and takes technical and administrative precautions to ensure that other peer users cannot access that location. If required, for purposes mentioned above, ADTRAN may,



Third-Party Information Security Policy

01/26/18

to a reasonable degree, instruct qualified IT Department system administrators to retrieve information assets. Users are expected to provide passwords required to open password-protected files.

3.1 Intended Use Guidelines for Corporate Electronic Messaging Systems

All messaging, including but not limited to e-mail messages, text messages, attached files, and calendar items, stored in ADTRAN's electronic messaging systems will be purged after 180 days.

Users shall not use ADTRAN's e-mail systems to display or communicate confidential or sensitive information to unauthorized recipients.

Users shall not use ADTRAN's e-mail systems to display or communicate disruptive, destructive, unproductive, inappropriate or objectionable material.

Users are expected to provide passwords required to open password-protected files.

Personal use of ADTRAN's e-mail systems is discouraged to the extent that such use would, in management's judgment:

- Become excessive or create a distraction
- Limit one's ability to achieve ADTRAN's business goals
- Introduce information security risks
- Introduce disruptive, destructive, unproductive, inappropriate or objectionable elements to the work place

All information stored in ADTRAN's electronic messaging system is the property of ADTRAN. Users should make no assumption of personal privacy when creating, transmitting or storing personal information on ADTRAN's systems. ADTRAN reserves the right to access all information for purposes of ensuring a productive work environment, free of unwanted intrusions and objectionable elements.

ADTRAN's IT Department provides each user a server-based storage location for electronic messages and takes technical and administrative precautions to ensure that other peer users cannot access that location. If required, for purposes mentioned above, ADTRAN's IT Department may, to a reasonable degree, instruct qualified IT system administrators to retrieve information stored on this system.

3.2 Intended Use Guidelines for Information Systems and Monitoring

ADTRAN understands and respect Users' individual interests and allows, to a degree, personal activities to be conducted using ADTRAN's information assets. However, the purpose of ADTRAN acquiring these information assets is for the sole purpose of conducting ADTRAN business.

In keeping with this goal, systems should be used in a fashion that:

- Maximizes personal productivity and overall benefit to the company, its customers and its stakeholders
- Does not subject the company, its customers or its stakeholders to information security risks
- Does not introduce disruptive, destructive, unproductive, inappropriate or objectionable elements into the workplace



Third-Party Information Security Policy

01/26/18

Personal use of ADTRAN's information assets is discouraged to the extent that such use would, in management's judgment:

- Become excessive or create a distraction
- Limit one's ability to achieve ADTRAN's business goals
- Introduce information security risks
- Introduce disruptive, destructive, unproductive, inappropriate or objectionable elements to the work place

All ADTRAN employees should review the acceptable use standards as defined in section 'Employee Communications/Information Security' of the ADTRAN employee handbook.

All contractors, suppliers, and/or 3rd parties should review the NDA and/or contract for additional security and acceptable use guidelines.

4 Security Incident Reporting

Everyone is responsible for reporting any misuse or threat to ADTRAN's information assets.

All actual or suspected instances of information asset theft, abuse, threat (e.g. hackers, computer viruses, fire, etc.) or obvious control weaknesses affecting (or could affect) security must be reported within 48 hours or sooner to the attention of the ADTRAN IT Information Security Team at 256.963.8502.