

SECURITY

Acceptable Use Policy v4.1

Acceptable use of Terravek information systems, devices and accounts.

Document	Terravek_Acceptable_Use_Policy_v4.pdf
Revision	4
Date of issue	02 September 2025
Author	Tomasz Wieczorek, Chief Information Officer
Author e-mail	tomasz.wieczorek@terravek.com
Department	Information Security & IT
Approved by	Saskia Bakhuis
Classification	Restricted — internal use
Template	TVK_Policy_A4.dotx
Prepared using	Microsoft® Word for Microsoft 365

Terravek Systems N.V. · Zuidpoortlaan 118, 2628 XK Delft, Netherlands · +31 15 251 8400 · info@terravek.com
KvK 27381164 · VAT NL818472093B01 · LEI 7245009XKQVTPZ4NRK18

This document is fictional and forms part of a training environment.

Purpose

Acceptable use of Terravek information systems, devices and accounts.

This document is issued by Information Security & IT and owned by Tomasz Wieczorek (tomasz.wieczorek@terravek.com, ext. 4006). It is reviewed at least annually and approved by Saskia Bakhuis.

Scope

This document applies to Terravek Systems N.V. and all group entities: Terravek Deutschland GmbH, Terravek Baltics OÜ, Terravek UK Ltd, Terravek France SAS, Terravek Asia Pte. Ltd., Terravek Inc. and Terravek East Africa Ltd.

Where local law imposes a stricter requirement, local law applies and the difference is recorded in the country annex.

Contents

The full text of this document is maintained in the Terravek document management system. This published version carries the same revision number and the same approval as the internal original.

- Section 1 — Purpose, scope and definitions
- Section 2 — Roles and responsibilities
- Section 3 — Requirements
- Section 4 — Exceptions and how to request one
- Section 5 — Related documents and references
- Section 6 — Revision history

Related documents

- Information Security Policy v6.0 — Ingrid Halvorsen, Information Security & IT
- Employee Handbook v9.0 — Katrin Wiegand, People & Culture
- Supplier Code of Conduct v3.0 — Halil Yıldırım, Operations
- Data Processing Addendum v5.0 — Marijke Ottevanger, Finance & Legal
- Master Services Agreement v7.2 — Owen Radcliffe, Finance & Legal

Revision history

This is revision 4, issued 02 September 2025. Previous revisions are retained in the document management system and are available on request from tomasz.wieczorek@terravek.com.

Contact

Tomasz Wieczorek, Chief Information Officer
tomasz.wieczorek@terravek.com · +31 15 251 8400 ext. 4006
Terravek Systems N.V., Zuidpoortlaan 118, 2628 XK Delft, Netherlands