

## **HR Assurance Consultancy Service – Acceptable Use Policy**

### **What is an Acceptable Use Policy?**

This policy is designed to inform our clients on how to use our services in a fair and reasonable way.

The Acceptable Use Policy forms part of our overall terms and conditions of service for our IRIS HR Consulting product lines. By signing an Order, you agree to ensure adherence to this Policy on behalf of anyone in your organisation utilising the IRIS HR Consulting product.

### **What is governed by the Acceptable Use Policy?**

Our Acceptable Use Policy governs two primary aspects of our services:

1. Ensuring our service isn't used for illegal activity.
2. Ensuring that all of our clients have fair and reasonable access to our services.

### **What is prohibited by the Acceptable Use Policy?**

Clients shouldn't use our service to circumvent any laws or to breach a law. In general our services shouldn't be used for illegal, immoral, exploitative or malicious purposes in any way. Clients found engaging in activities prohibited by this acceptable use policy can be liable for service suspension and account termination. In extreme cases, we may be legally obligated to report such customers to the relevant authorities.

Excessive use or use intended to block others access to our services is closely monitored to ensure we can provide access to our services for all of our clients.

We provide our services on the assumption that your use will be "business as usual". If, in our sole reasonable opinion, you're disproportionately using our services for extended periods, other clients can be negatively affected which may mean, in our discretion, we limit your access to our services or that additional fees may be imposed.

We will write you to notify you of impact on your services or access to our services. To the extent permitted by law, no credit will be available for interruptions of service resulting from any violation of our acceptable use policy.

### **Variation of this Policy**

This Policy outlines a non-exclusive list of prohibited activities. We reserve the right to modify this Policy at any time by publishing an updated version on our website. This revised version will be effective from the date you continue to use the IRIS HR Consulting Service after the revised Policy is published on the website.