

Sponsor and Contractor IT Compliance Acknowledgement

Company: HECO HELCO MECO HEI

Contractor's Name _____ Contractor's Company _____
(Print name)

Contractor's Mobile Number _____ Contractor's Email _____

Company Sponsor _____ Sponsor's Department _____

Note*** there are two portions on this form. Please ensure both the Contractor and Sponsor sections are filled out accordingly.

Contractor

I understand that my network access is only to be used in support of Hawaiian Electric Company (HECO), Maui Electric Company (MECO), Hawaii Electric Light Company (HELCO), or Hawaiian Electric Industries (HEI), (referred to as Company) application(s) and/or resource(s) for which I have been authorized. The Company requires that we conduct our business in accordance with all applicable laws and regulations in accordance with the highest standards of business ethics. I understand that I must adhere to the Company's Information Resource Policy and Corporate Code of Conduct when connected to the Company's business network or working with Company data. The Corporate Code of Conduct, which has been approved by the Board of Directors of Hawaiian Electric Industries, Inc., helps us in this endeavor by providing a statement of fundamental principles and key policies and procedures that govern the conduct of our business. I will adhere to 'confidentiality and non-disclosure agreements' agreed upon by my company.

As a contractor using the Company's IT resources, I will:

- o Comply with software license terms and all relevant Company procedures (Information Resources Policies, Confidentiality of Customer Records, etc.).
- o Install and keep current an anti-virus program and personal firewall on any machine used.
- o Not leave a machine unattended while actively connected unless protected by a strong password.
- o Not permit other non-authorized people access to Company data.
- o Not share my HECO login id or password.
- o Access only systems and files for which I have been authorized.
- o To the best of my ability, protect Company data from unauthorized access.
- o Hold the Company harmless against any damages to my property or injuries to others except due to Company's negligence.

If applicable:

- o Be responsible for subscribing to a high-speed internet connection such as RoadRunner or DSL. And, secure my internal wireless network.
- o Protect and keep my VPN token secure at all times and not share my VPN token or divulge the PIN.
- o Not install software into or otherwise modify the Terminal Server or VPN environment.
- o Not have any peer-to-peer software (e.g., BitTorrent) installed on the machine used.
- o Be responsible for my own computer equipment, software licenses and cost of operation.
- o Return all equipment and software when access is terminated or when no longer needed.
- o Immediately notify my Sponsor if my token is lost or stolen or PIN was compromised.

Violation of any of the above conditions will result in termination of my network access privileges. My network or VPN access can be revoked at the discretion of my Sponsor, Manager of Information Technology & Services (ITS), Manager of Information Assurance (IA), or the Company's Chief Information Officer (CIO) at any time.

I further acknowledge that I have read and will comply with all applicable Company policies while working on the agreed upon project or contract for the Company:

- [Corporate Code of Conduct](#) (Intranet Home Page)
- [Information Resource Policy](#) (Intranet Home Page)
- [Social Media Policy](#) (Intranet Home Page)
- [Service Level Understanding](#) (ITS Home Page)
- [Remote Access Service Level Understanding](#) (ITS Home Page - if applicable)

Identity Verification

To confirm your Identity, IT will be asking you the following information when first calling in or requesting technical support.

Contractor Birthday (Month and Date or MM/DD, **NO YEAR**): _____

Contractor's Signature _____ Date _____

Sponsor

I understand that as the Sponsor for the Contractor stated above that:

- I will do my best to ensure he/she remains in compliance with this form.
- I will report violations to the Manager of IA.
- I am responsible for providing least privilege (need-to-know) access requirements for the Contractor to ITS
- I am responsible for notifying the IT department prior to my Contractor's end-of-term (a.k.a termination date).
- I agree and acknowledge that I will submit an IAM or ITSM request no later than the Contractor's last day for timely removal of access.

Sponsor's Signature _____ Date _____

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