

Schedule D

CODE OF OWN LATOP COMPUTER USAGE

Instructions: For each individual who is using their own laptop computer to perform any part of The Work, copy, sign, date, and include this certificate.

I understand that I will be required to use my own laptop computer to carry out The Work. I warrant that, with respect to the laptop computer and any back-up systems, including but not limited to physical devices and cloud services, that I use to perform or support The Work:

1. I am responsible for the provision, operation, configuration, maintenance, service, repairs, and replacement of the laptop computer, hardware, peripherals, and software, as necessary, and for all associated costs, during The Work;
2. I will always keep the laptop computer in good working order for the duration of The Work;
3. All laptop computer hardware and software are always properly purchased and licensed;
4. To the best of my knowledge, the laptop computer is free of any malware infections;
5. The laptop computer always has an active, enabled, licensed, registered, and commercially recognized anti-malware software application that automatically updates its malware database no less frequently than once each week;
6. The laptop computer, and all back-up data systems and services, have adequate and robust protective mechanisms to prevent the unauthorized access to sensitive data, including but not limited mechanisms that protect data in transit and data at rest;
7. I have adequate, independent data back-up and recovery mechanisms that allow the recovery of files and continuation of The Work with minimal disruption in the event of the laptop computer's degradation of performance, failure, loss, or theft;
8. The laptop computer never did have, and does not now have, any data or electronic documents classified as SECRET or TOP SECRET in accordance with the Industrial Security Manual, produced by the Canadian Industrial Security Directorate of Public Services and Procurement Canada;
9. Files and folders are organized, protected, and stored on the laptop computer in such a way as to minimize the risk of accidental and unauthorized disclosure of proprietary information;
10. The laptop computer is equipped with Microsoft® Office® suite version 2010 or more recent, including at a minimum, Word, PowerPoint, and Excel, and is compatible with Microsoft® Windows® applications and files; and
11. The laptop computer is equipped with a properly configured Sync.com application (a free subscription is available at www.sync.com) that enables the laptop computer to automatically and securely synchronize EXA project and corporate data files.

Name of Resource (print)

Date

Resource Signature