

## **ACCEPTABLE USE POLICY**

**of Reward Logic Ltd (company number 16637100), whose registered office is at 71A Broxholm Road, London, England SE27 0BJ**

Last updated: 11 December 2025

This Acceptable Use Policy (Policy) describes rules that apply to your use of our websites, our software-as-a-service job evaluation and talent analytics platform, and any related applications, APIs and documentation (Services). It forms part of the terms that govern your use of the Services.

If you breach this Policy we may suspend or terminate your access to the Services in accordance with our contract with you.

### **1. Who this Policy applies to**

1.1 This Policy applies to:

- a. all customers and users of the Services, including your HR, reward, talent, staffing and other business users, and
- b. anyone accessing the Services through your account, including your employees, workers, contractors and other authorised users.

1.2 You are responsible for ensuring that all such users comply with this Policy.

### **2. Account security**

2.1 You must keep login credentials confidential and must not share them between multiple individuals.

2.2 You must promptly notify us if you become aware of any unauthorised use of your accounts or any other security incident.

### **3. Prohibited activities**

You must not use the Services, and must not allow anyone else to use the Services, to:

#### **3.1 Break the law**

- a. breach any applicable law, regulation or code,
- b. infringe any intellectual property or other rights of any person, including privacy and data protection rights, or, engage in fraudulent or misleading activity.

### **3.2 Cause harm to others**

- a. harass, abuse, threaten or harm any person,
- b. send, upload or store any material that is defamatory, obscene, offensive, discriminatory or otherwise inappropriate, or c. upload or share any material that is illegal or that encourages illegal activity, or that is intended to or does result in unlawful discrimination, retaliation or other unfair treatment in connection with hiring, promotion, pay, performance evaluation or other employment decisions.

### **3.3 Compromise security or systems**

- a. introduce or distribute viruses, worms, malware or other harmful code,
- b. attempt to gain unauthorised access to any systems, networks, accounts or data,
- c. probe, scan or test the vulnerability of any system or network without prior written consent,
- d. circumvent or attempt to circumvent any security or authentication measures, or e. interfere with or disrupt the integrity or performance of the Services or any related systems.

### **3.4 Misuse resources**

- a. attempt to overload, interfere with or disrupt any network or system, for example through denial of service attacks,
- b. use the Services in a manner that is intended to or likely to adversely affect other customers, or c. use the Services for high-risk activities where failure could result in death, personal injury or serious environmental or property damage.

### **3.5 Misuse data or privacy**

- a. collect or store personal data, including employee, worker, contractor or candidate data, in violation of applicable data protection or privacy laws,
- b. use the Services to monitor or track individuals in an unlawful or excessive manner, including for covert surveillance of employees or candidates, or c. share personal data with us without having the necessary lawful basis, notices and permissions, including where required informing individuals that their data will be processed using our Services.

### **3.6 Misuse the service**

- a. resell, sublicense or make the Services available to third parties, except as permitted in your agreement,
- b. access or use the Services to build or assist in building a competing product or service (including job evaluation, compensation benchmarking, talent analytics or assessment products), c. attempt to bypass usage limits, seat restrictions or technical limitations, or d. copy, modify or create derivative works based on the Services except as expressly permitted.

## **4. Content standards**

4.1 You are responsible for Customer Data and any other content, including job descriptions, role profiles, evaluation records, ratings, comments, benchmarks and reports, submitted to or generated in the Services under your account.

4.2 You must ensure that all content:

- a. is accurate where it states facts,
- b. does not contain anything that is unlawful, defamatory, discriminatory, obscene, hateful or otherwise objectionable, and is not intended to, and is not used to, make or justify employment-related decisions (including role grading, pay, promotion or selection) in a way that unlawfully discriminates on the basis of protected or other prohibited characteristics, and
- c. complies with applicable law and with any professional or regulatory obligations that apply to you, including employment, equality and non-discrimination laws relevant to your use of the Services.

## **5. Fair usage**

5.1 We may apply reasonable technical limits to the Services, such as limits on storage, number of job records, evaluation workflows, API calls, report generation or processing volumes, as described in your order or documentation.

5.2 You must not attempt to bypass these limits. If your usage materially exceeds agreed or typical levels and affects the performance or security of the Services, we may:

- a. discuss adjustments to your subscription, and
- b. where necessary, restrict or throttle usage to protect the Services and other customers.

## **6. Monitoring and enforcement**

6.1 We may monitor use of the Services for security and operational purposes, to improve the Services and to detect breaches of this Policy, including by collecting and analysing aggregated and usage data.

6.2 If we reasonably believe that you or your users have breached this Policy, we may:

- a. request that you take corrective action,
- b. remove or disable access to content that breaches this Policy,
- c. suspend or restrict access to the Services for the affected accounts, and
- d. in serious or repeated cases, terminate your access to the Services in accordance with our contract with you.

6.3 Where lawful and practicable, we will give you prior notice of any suspension and an opportunity to remedy the issue.

## **7. Reporting**

7.1 If you become aware of any misuse of the Services or any breach of this Policy, you must promptly notify us at:

Email: [support@rewardlogicsystems.com](mailto:support@rewardlogicsystems.com)

7.2 We may share information about suspected illegal activity with law enforcement or regulatory authorities where required or appropriate.

## **8. Changes to this Policy**

8.1 We may update this Policy from time to time, for example to reflect changes in law, best practice or our Services.

8.2 The updated Policy will be published at

<https://www.rewardlogicsystems.com/acceptable-use-policy> and, where changes are material, we will notify you by email or through the Services.