

Office 365 usage guidelines

For the attention of persons other than Vaudoise employees

1. It is prohibited to access or use the Vaudoise Group's Microsoft 365 environment (hereinafter: the environment) without authorization. This includes attempts to probe, analyze, or test the vulnerability of the environment or to breach any security or authentication measure used by the environment.
2. It is prohibited to use, or to encourage, assist, facilitate or incite other people to use the environment for illegal, harmful or offensive purposes, or to transmit, store, display, distribute or otherwise make available illegal, harmful or offensive content. In particular, activities that are likely to negatively impact others or the activities or reputation of the Vaudoise Group are prohibited, as is content that infringes or misappropriates the intellectual property, privacy, trade secrets or confidential information of Vaudoise or other parties, or that violates the law.
3. E-mail addresses and other information about users of the environment must not be collected without the consent of the users in question.
4. Regular checks will be carried out to ensure compliance with these guidelines. Any breach will be sanctioned or prosecuted.
5. Vaudoise is entitled to grant or revoke access at any time and without justification.
6. Vaudoise collects some information about the user when they use the environment. For more information: [List](#).