

United Community Bank
Acceptable Use Policy

This Acceptable Use Policy (“Policy”) is intended to promote responsible usage of all forms of United’s information systems and data (“Assets”) and protect the interests of customers and the Bank.

SCOPE

This policy applies to all United suppliers, vendors, contractors, consultants, temporary, and other non-employee workers (“Persons”) authorized to access United Assets.

This AUP extends to all electronic systems or data owned or managed by United. Assets may include but are not limited to:

- Computers (laptops, virtual desktops, etc.)
- Servers
- Network and Internet Infrastructure
- Electronic and/or Portable Media
- Non-Electronic Media

All Persons utilizing United information systems should become proficient in their operation, practice proper network etiquette, and understand the conditions and requirements below:

- United’s electronic resources are intended to be used for business purposes.
- United’s electronic resources are monitored for unusual or unacceptable behavior.
- United owns these resources and the information transmitted and stored within it.
- There should be no expectation of privacy or confidentiality in any e-mails originating from an address at ucbi.com, which along with network and Internet access, are monitored for policy, security and/or network management reasons and are subject to inspection at any time.

UNACCEPTABLE USE OF ASSETS

The following activities are *per se* unacceptable uses of United Assets. This list is not exhaustive. Those Persons with access to United Assets may not:

- Share passwords or login information.
- Download or play games over the Internet or play games installed on a United computer.
- Use streaming audio or video over the internet unless it is for a business purpose.
- Attach or install any device to any United electronic resource. All devices must be authorized.
- Utilize any unauthorized file sharing or cloud based file storage system for accessing or sharing non-public information remotely, without prior approval of United.
- Perform unauthorized uses, transmissions or collection of personal data.
- Use United’s electronic resource to transmit or receive material that is illegal, obscene, hateful, defamatory, annoying, harassing, intimidating, offensive, vulgar, sexual, racial, discriminatory, or that is in any other way objectionable.

- Solicit company or non-company business for personal gain or profit or represent personal opinions as those of United or purport to represent United when not authorized to do so.
- Download any program file to execute or install on any United electronic resource for which you do not have explicit prior permission.
- Obtain unauthorized reproduction of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which United or the user does not have a specific and active license.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic, which substantially hinders other employees' use of the network or is in any way detrimental to the organization.
- Reveal or publicize confidential or proprietary information, which includes, but is not limited to financial information, confidential client information, marketing strategies and plans, databases and any information contained therein, client lists, computer software source codes, computer/network access codes and business relationships.
- Examine, change, or use another person's files, output, or username for which they do not have explicit authorization.
- Identify themselves in any way other than honestly, accurately, and completely while participating in work related chats or newsgroups, or when setting up accounts on outside computer systems.
- Use company equipment or other resources for any purpose other than authorized by management of United, including but not limited to, use of computer/network access codes for other than authorized use.
- Perform any other uses with equipment, network, software and services identified by United as inappropriate.

Although this Policy sets forth the acceptable manner of use, nothing in this Policy creates any authorization to access and use United's Assets. Such authorization comes only via a separate, signed agreement with United.

Nothing in this Policy may be construed to limit the legal or equitable remedies available to United in the event of a violation.