

## **Lancer Corporation Intranet Website Terms of Use**

**Last Updated:** August 20, 2025

This intranet website (this “**Site**”) belongs to Lancer Corporation and/or its affiliated companies (collectively, “**Lancer**,” “**we**,” or “**us**”). These Intranet Website Terms of Use (“**Intranet Terms**”) apply to your use of this Site. By using this Site, you represent and warrant to Lancer that you: (i) are at least eighteen (18) years old, (ii) are an employee, contractor or affiliate of Lancer, (iii) are legally authorized to enter into these Intranet Terms, and (iv) will at any and all times comply with these Intranet Terms.

### **1. Acceptance of Terms**

By accessing and using this Site, you agree to comply with and be bound by these Intranet Terms. If you do not agree to these Intranet Terms, you are not permitted to access or use this Site.

### **2. Authorized Use**

This Site is intended solely for use by authorized employees, contractors, and affiliates of Lancer in connection with legitimate business purposes. Unauthorized access or use is strictly prohibited.

### **3. User Responsibilities**

- You are responsible for maintaining the confidentiality of your login credentials.
- You agree not to share your account or password with others.
- You must immediately notify the IT department of any unauthorized use of your account.

### **4. Acceptable Conduct**

- You may use this Site solely for legitimate business purposes.
- Use of this Site is governed by the applicable terms of the Lancer Employee Handbook regarding use of company computing resources and networks.
- Do not upload, post, or transmit any material to this Site that is unlawful, offensive, or otherwise violates any company policies.
- Do not attempt to gain unauthorized access to other accounts, data, or systems.

### **5. Content Ownership and Use**

All content, documents, and material on this Site are the property of Lancer. You may not distribute the content to any third parties without the express written permission of Lancer. To the extent that you post any content to the Site, you represent that you have all necessary rights to post the content, and that all such content complies with the requirements of Section 4 and is accurate, timely, and complete to the best of your knowledge.

### **6. Privacy and Monitoring**

Lancer reserves the right to monitor all activity on this Site. Your use of the Site constitutes your consent to such monitoring.

### **7. Security**

The Site contains security features designed to limit use of the Site to authorized users. Do not attempt to bypass or disable any security features of the Site. Please promptly report any security vulnerabilities or incidents you become aware of to the IT department.

### **8. Changes to Terms**

Lancer reserves the right to update these Intranet Terms at any time. Continued use of the Site after any changes are posted constitutes your acceptance of the changes.

**9. Violations**

Violations of these Intranet Terms may result in disciplinary action, including loss of access, termination of employment, and/or legal action.

**10. Contact Information**

For questions or concerns regarding these Intranet Terms, please contact the IT department or your supervisor.