

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT POLICY</p> <p align="center">TITLE: WTS/SUBCONTRACTOR INTERNET ACCESS POLICY</p>	<p>Number/Rev: MP 1.51, Rev. 0 Page 1 of 1</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p>Approval on File 7/8/09</p>	<p>APPROVED BY:</p> <p>Approval on File 7/8/09</p>
<p>D. G. Haug Date Chief Financial Officer</p>	<p>M. F. Sharif Date General Manager</p>
<p>1.0 POLICY</p> <p>Washington TRU Solutions LLC (WTS) will establish an Internet Access Form to be used in determining the level of Internet access a WTS/Subcontractor employee will be granted. This form will have three levels of Internet access: full, limited, and none.</p> <p>2.0 GENERAL PRINCIPLES</p> <p>WTS/Subcontractor employees who request a WIPPnet account, or have an existing account, are required to complete, sign, and date the Internet Access Form, and have the form signed and dated by their manager and department manager. A copy of the completed form is to be mailed to the Information System Security Officer (ISSO), while the original is to be filed per the WTS/Subcontractor department's approved records inventory and disposition schedule.</p> <p>3.0 GUIDANCE ON ACCEPTABLE INTERNET USAGE</p> <p>Guidance on acceptable Internet usage is covered in the Rules of Behavior form, which have been signed by all WTS/Subcontractor employees.</p> <p>4.0 RESPONSIBILITIES</p> <ul style="list-style-type: none"> • WTS/Subcontractor employees, managers, and department managers will be responsible for determining the level of Internet access needed. • WTS/Subcontractor employees will be responsible for completing the Internet Access Form, acquiring the appropriate approvals, and adhering to the Internet usage protocol as outlined in the signed Rules of Behavior form. • WTS/Subcontractor department managers will be responsible for managing their employees' Internet usage, which includes reviewing the periodic Internet usage reports supplied to them. • The ISSO administers this policy. 	