

Acceptable Use Policy (AUP)

Company: Dialect LLC

1. Purpose

This Acceptable Use Policy (AUP) outlines the standards for responsible and lawful use of Dialect LLC's systems, network infrastructure, and services. The primary objective is to ensure that all users act ethically, adhere to applicable laws, and uphold the security, reliability, and reputation of Dialect LLC.

2. Scope

This policy applies to all users—including employees, contractors, customers, partners, and any third parties—who access or interact with Dialect LLC's services or infrastructure. This includes, but is not limited to, internet access, email systems, cloud services, communication tools, and data storage.

3. Acceptable Use Guidelines

- **Business Purpose:** Dialect LLC resources are to be used for legitimate business activities. Limited personal use is permitted as long as it does not interfere with work duties or violate this policy.
 - **Legal Compliance:** All actions conducted through Dialect LLC's systems must comply with applicable local, state, federal, and international laws.
-

4. Prohibited Conduct

The following actions are strictly forbidden while using Dialect LLC's network, systems, or services:

a. Unlawful Activities

- Engaging in fraud, theft, or distribution of pirated software or media.
- Accessing, transmitting, or storing illegal content, including child exploitation material.
- Violating intellectual property laws or engaging in copyright infringement.

b. Security Breaches

- Unauthorized access or attempted access to any system, account, or data.
- Activities involving phishing, hacking, or the distribution of malicious software.
- Tampering with security controls, monitoring systems, or administrative tools.

c. Network Disruption

- Launching denial-of-service (DoS) attacks or similar threats.
- Sending spam, overloading services, or otherwise degrading network performance.
- Introducing malware, viruses, or other harmful code.

d. Offensive or Harmful Content

- Sharing content that is abusive, obscene, discriminatory, defamatory, or sexually explicit.
- Using Dialect LLC's services to harass, threaten, or intimidate others.

e. Spamming and Unsolicited Messaging

- Sending bulk messages, including marketing emails, without proper consent.
- Distributing unsolicited advertisements, pyramid schemes, or chain letters.

f. Impersonation or Misrepresentation

- Falsifying identity or credentials, including spoofing caller IDs or email addresses.
- Misleading recipients by posing as another person or entity.

g. Bypassing Security Controls

- Attempting to disable or bypass firewalls, filters, authentication mechanisms, or access restrictions put in place to secure the network.
-

5. User Responsibilities

- **Data Protection:** Users must use secure passwords, lock unattended workstations, and report any suspicious activities or potential security incidents without delay.
 - **System Integrity:** Users should avoid actions that compromise or degrade the performance, availability, or security of Dialect LLC's services.
 - **Confidentiality:** Users must not share or disclose sensitive company or customer information without proper authorization.
 - **Legal Compliance:** Users are expected to follow all applicable laws regarding data privacy, electronic communications, and telecommunication services.
-

6. Monitoring and Privacy

- **Activity Monitoring:** Dialect LLC reserves the right to monitor, log, and audit all network and system usage to ensure compliance with this policy and to protect organizational assets.
 - **Privacy Considerations:** While monitoring is performed for legitimate business and security purposes, Dialect LLC is committed to respecting individual privacy in accordance with data protection regulations.
-

7. Enforcement and Penalties

Violations of this AUP may result in corrective or disciplinary action, which may include:

- Suspension or termination of system access or services.
 - Legal consequences, including referral to law enforcement when necessary.
 - Termination of employment or contracts for individuals found in breach of this policy.
-

8. Reporting Violations

Users are required to promptly report any violations, suspicious behavior, or security incidents to:

Compliance Officer

☐ compliance@dialectllc.com

9. User Acknowledgment

By accessing or using Dialect LLC's systems or services, users confirm that they have read, understood, and agreed to comply with this Acceptable Use Policy. Users accept responsibility for their conduct and acknowledge the consequences of any violations.

10. Policy Updates

Dialect LLC reserves the right to amend or update this policy at any time. Users will be notified of significant changes, and the most current version will be made available through official internal or external communication channels.