

# **ODR.com Acceptable Use Policy**

## **June 2023**

This Acceptable Use Policy (“Policy”) governs your use of the services offered by ODR.com, Inc. (ODR.com) and its affiliates via our products/ software/application (“Services”). This Policy may be updated by us and the revised version may be available at ODR.com. By using the Services or accessing the software, you agree to the latest version of this Policy. This Policy is an addition to the other terms and conditions under which ODR.com provides the Services to you.

This policy applies to all users of the product/software managed by ODR.com and covers the usage of the software/application and its accessory tools such as any other reporting tools provided by ODR.com. Users covered by this policy agree:

- a) not to use the software/application for any illegal, fraudulent or unlawful activity;
- b) not to violate the rights of others;
- c) not to gain unauthorised access to the Services or related systems or networks or to defeat, avoid, bypass, remove, deactivate or otherwise circumvent any software protection or monitoring mechanisms of the Services;
- d) not to violate/circumvent any contractual usage restrictions or any monitoring, reporting or authentication mechanisms;
- e) not to circumvent any security or authentication measures;
- f) not to reverse engineer, decompile, hack, disable, interfere with, disassemble, modify, copy, translate or disrupt the features, functionality, integrity or performance of the Services;
- g) not to use any manual, automatic or any other device, process or means to access the Service for any purpose, including monitoring or copying any of the material, outside of authorized API access;
- h) not to violate or infringe the intellectual property, privacy, or publicity rights of any person or entity;
- i) to refrain from using the system to manage cases that you are not authorised to manage i.e., cases of parent company, subsidiaries, joint ventures and affiliated entities;
- j) not to store or analyse data that are not related to the cases or users in your caseload manager instance;
- k) to abstain from monopolizing systems, overloading networks with excessive data, or other resources;

- l) to refrain from improper use, which might dismantle, disrupt, destroy, or prevent access to any portion of the service;
- m) to avoid the use of manual, or electronic or any other means to bypass the limitations placed on the System, such as access limits and storage restrictions, if any.

### **Investigation and Enforcement**

ODR.com reserves the right to monitor usage regularly and on an as-needed basis and investigate any suspected violation of this Policy or misuse of the Services, software (application) and other tools provided by ODR.com. You agree to cooperate with us in the investigation process and to remedy any such violation.

If we determine, in our discretion, that you have violated this Policy, we may take actions ranging from warning to suspension of services. We may, but are under no obligation to provide you with written notice of any such violation, via e-mail or otherwise. The notice period may range from a minimum of 1 day to a maximum of 30 days, based on the severity of the violation. If such violation is of egregious nature, we reserve the right to seek the necessary legal recourse.