

Important Update

BDC Technology Tools Addendum for Network Consultants

Hello,

With the rapid changes in technology, on-going cybersecurity threats and the importance of protecting client information, we have conducted a review of our technology terms and conditions applying to our network consultants.

This document contains an updated version of our BDC Technology Tools Addendum (the "Addendum") which replaces previous versions associated to your Master Agreement.

Here is a summary of the main changes:

- Implementation of rules governing access to client accounts and systems (i.e. social media platform access);
- Updated language to reflect Microsoft Teams as our virtual delivery platform of choice;
- A requirement for consultants to use BDC's SharePoint project sites for secure document exchange with our clients;
- Not to use USB keys;
- When circumstances require the consultant to download any project tools, deliverables or client documents onto their personal devices, the consultant must delete all these upon completion of the project.

For your convenience these changes have been highlighted in yellow on the Addendum on pages 2 and 3.

As an active consultant to the BDC network, you are responsible for complying with this Addendum, as amended by BDC. We therefore ask that you take the time to read them and make them your own, as they will apply as of January 2024 to your use of the technological tools provided by BDC and to any current or future projects that you carry out on behalf of BDC.

Thank you for your cooperation.
Your Consultant Network Management Team.

BDC Technology Tools – Addendum for Network Consultants

(Changes identified in yellow)

BDC agrees to:

1. Provide a BDC email address, a **Teams** account and access to Office 365 to be used exclusively by the consultant. BDC may from time to time provide other equipment and/or platforms for the consultant to use, without the need for this Agreement to be amended each time;
2. Provide technical support for the administration of the consultant's BDC technology tools accounts only;
3. Maintain this email address as long as the consultant is active on the network, as indicated in the Master Agreement.

The consultant agrees to:

1. Always use the BDC technology tools accounts for all client communications **and use BDC SharePoint project site** for document sharing when acting on behalf of BDC for all ongoing contracts;
2. Use BDC format signature on all client emails;
3. Never use the BDC email, **Teams** accounts or any other equipment and/or platform provided for BDC for any other purpose (professional or personal);
4. Immediately notify BDC of any difficulty accessing the BDC email, Office 365, **Teams** accounts or any other equipment and/or platform;
5. In addition to the consultant's obligations of confidentiality under the BDC's *Code of Ethics*, the consultant shall ensure that the equipment and/or platform on which such information transit or is being stored adhere to reasonable and appropriate security standards and measures designed to secure such information against accidental or unlawful loss, access or disclosure;
6. **Only request or accept client account or system accesses when it is required as part of BDC's project methodology;**
7. **When accessing client's cloud applications, social media accounts or systems as part of a project:**
 - a. **Transactions must be executed by the client and not on behalf of the client;**
 - b. **The consultant must logout after each session;**
 - c. **All accesses must be withdrawn at the completion of the BDC project.**
8. Immediately consult BDC in the event any point in this agreement is unclear.

The consultant must:

1. Update appropriate security patches to maintain his/her operating system up to date;
2. Use an antivirus software updated regularly;
3. Install a firewall;

4. Use licensed software;
5. Use a strong computer password;
6. Not use USB keys to save/share BDC documents;
7. Not place any documents received as part of a BDC project on any cloud service other than the O365 SharePoint Project Site provided by BDC for this purpose. e.g. Dropbox;
8. Work with documents via SharePoint project site, however, when circumstances require downloading to personal devices, ensure documents are password protected. All BDC documents saved on a personal device must be deleted no later than at project completion to protect client confidentiality.

BDC conducts Phishing Campaigns periodically with all BDC Account Users in order to test and increase the awareness levels against cyber security threats. In the event an end user is “caught” by any of these simulated threats, they may be required to complete an online BDC “security awareness” training session. Users who are repeatedly caught in these campaigns may be removed from the Consultant Network.

BDC may cancel this agreement at any time for any reason whatsoever. BDC may also cancel this agreement and access to the BDC technology tools accounts without further notice due to security reasons, the inappropriate use of the BDC technology tools accounts or of any other equipment or platform, or the protection of information concerning BDC or the client, or if the master agreement is cancelled for a valid reason. Otherwise, as mentioned in the Master Agreement, this agreement may be automatically terminated after a prolonged period of inactivity (no consultant contracts).