



Software Code of Ethics Policy

- Please read this policy, and maintain this document with your employee handbook which you will receive during new employee orientation.
- Your acknowledgment of IRI's Software Ethics policy is due on your first day of employment and must be submitted with your other new hire paperwork.
- The Software Ethics Policy acknowledgment can be found on your Personal Information Form included with your new employee paperwork.

INFORMATION RESOURCES, INC. SOFTWARE POLICIES AND PROCEDURES

1. All third party PC software must be purchased through the Chicago Information Center (CIC) or the Software Purchasing Group in Waltham.
2. No expense vouchers or REV's will be processed or paid by IRI for PC-related software unless specifically approved in advance by the CIC or the SPG.
3. Each current IRI employee is required to read, sign and submit to his/her department manager, a copy of the foregoing "Software Code of Ethics" form to which this is attached. The department manager will then forward the signed form to the CIC for verification of compliance. The CIC will ultimately forward the signed form to Human Resources for permanent storage in the employee's permanent file.
4. Each new IRI employee will be required to read and sign a copy of the foregoing "Software Code of Ethics" form at the time of hire as part of Human Resources' new employee orientation. The form will then become part of the employee's permanent file.
5. Each IRI employee is responsible for maintaining the software on the PC assigned to him/her in compliance with these "IRI Software Policies and Procedures" and the attached "Software Code of Ethics," as the same may be amended from time to time upon prior written notice to employees.
6. Each Department Manager is responsible for ensuring compliance with these "IRI Software Policies and Procedures" and the attached "Software code of Ethics," as the same may be amended from time to time upon prior written notice to employees, by all employees within his/her department.
7. Employees of IRI are not permitted to keep or install personally-owned copies of software on IRI-owned machines unless (i) such software is business related; (ii) employee provides proof of purchase for such software which is reasonably acceptable to IRI; (iii) employee registers such software in advance with the CIC or the SPG by executing a Registration Form substantially in the form attached hereto; (iv) employee keeps the original diskette for such software in his/her office; and (v) employee maintains such software in accordance with the terms of the license agreement relating thereto.
8. A "Software Change" form must be used (even when you are doing it yourself) whenever:
 - a) Adding, upgrading, copying, or removing any third party software licensed to IRI from an IRI PC.
 - b) Moving a desktop or tower PC from its location (except for temporary moves for demonstrations, training sessions, etc. for a period not to exceed one (1) week).
 - c) Reassigning a PC to another user.
9. After the installation or upgrade of any software on an IRI PC, all original software diskettes, licenses and registrations must be immediately forwarded to the CIC or the SPG. Employees are allowed to make backup copies of diskettes for archival purposes only.
10. All IRI computer equipment must contain a blue asset tag. IRI employees are not allowed to remove or in any way tamper with these asset tags. If any IRI computer equipment assigned to an employee does not contain a blue asset tag, that employee should notify the CIC or the SPG of this fact immediately.

Software Code of Ethics

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The purpose of this Software Code of Ethics is to state the policy of Information Resources, Inc. (IRI) concerning software use and duplication and to ensure that each IRI employee understands and agrees to adhere to such policy. Accordingly,

I recognize that:

1. IRI, as part of the software publishing industry, respects the licensing rights of other software companies.
2. IRI requires that each employee have a legal copy of every software product used on their work computer. Neither Information Resources, Inc. nor its employees have the right to reproduce software (other than back-up copies for archival purposes only) unless by the expressed authorization, in writing, by the copyright owner. All software, including that used on all local area networks or on multiple machines, must be used only in accordance with the relevant license agreement and the attached IRI Software Policies and Procedures, as the same may be amended from time to time upon prior written notice to employees.
3. IRI employees discovered making, acquiring or using unauthorized copies of computer software will be disciplined as deemed appropriate under the circumstances and may be subject to either civil and or criminal penalties, including fines and imprisonment.
4. IRI employees are prohibited from giving software licensed to IRI or copies of any software licensed to IRI to third parties (including clients or consultants of IRI.)
5. Any IRI employee who determines that there may be a misuse of software within the company is required to notify his or her Department Manager or the Legal Department immediately.
6. All software used by IRI employees on company computers must be properly purchased in accordance with the attached IRI Software Policies and Procedures, as the same may be amended from time to time by IRI upon prior written notice to employees.

Please sign the Acknowledgment of your understanding on the Personal Information Form included with your new employee forms.