

Remote Access Policy

Purpose

This document establishes the corporate policy and standards for management of all remote access to any network owned by or operated on behalf of Landstar Title Agency, Inc..

Policy

All remote access tools must be approved by management.

Only Virtual Private Network (VPN) or remote access program solutions approved by management may be used for remote access to the Landstar Title Agency, Inc. network.

Applications may not be administered remotely via any public access solution, unless the connection is through a secure VPN using 2-factor authentication.

Use of remote access is restricted to the support of legitimate business work. Remote access should only be granted on a case-by-case basis and may be monitored or audited.

Files transferred during the remote viewing process must not be saved to personal computer drives.

Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, Inc. computer network or business systems
- Formally reporting the incident to Landstar Title Agency, Inc. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc. senior management

Review

Landstar Title Agency, Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

Approved

Kenneth Warner, Esq., Vice President and Senior Counsel

Revision History

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary