

## **Customer Proprietary Network Information (CPNI) Privacy Policy**

- Aurora Communications, Inc. has not and will not engage in the practice of selling, lending, or licensing any CPNI to a third-party vendor for any purpose
- Customer data is housed in secure databases that are constantly monitored
- Third-party contractors sign Non-Disclosure Agreements and face civil penalties for improper use of the Company's proprietary information
- New employees undergo a security check before beginning employment with the Company
- Employees must adhere to the following CPNI policy contained in the employee handbook:

All company records and information relating to the company, its employees, or its customers are confidential and employees must, therefore, treat all matters accordingly. There can be no removal of any company-related information, including without limitation, documents, notes, files, records, oral information, computer files, equipment, office supplies or similar materials from the employer's premises without permission from the company. Additionally, the contents of the employer's records or information otherwise obtained in regard to day to day business dealings may not be disclosed to anyone, except where required for a legitimate business purpose. Employees must not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the Company. Employees who are unsure about the confidential nature of specific information have the burden to ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

In addition, when an employee leaves the company, the employee must return all Company related information and property that the employee has in his/her possession.