

ACCEPTABLE USE POLICY

This Acceptable Use Policy (“**Policy**”) is part of our Terms and Conditions and apply in addition to the Master Services Agreement, Master Partner Agreement, Conga Training Terms and Conditions, or similar agreement, (whether formed by a separately executed agreement or by acceptance of the applicable terms or agreement located at) (collectively, “**Legal Terms**”). If you do not agree with these Legal Terms, please refrain from using our Services. Your continued use of our Services implies acceptance of these Legal Terms.

Please carefully review this Policy which applies to any and all:

- (a) uses of our Services (as defined below);
- (b) forms, materials, consent tools, comments, postings, and all other content available on the Services (“**Content**”); and
- (c) material which you contribute to the Services including any upload, post, review, disclosure, ratings, comments, chat etc. in any forum, chatrooms, reviews, and to any interactive services associated with it (“**Contribution**”).

WHO WE ARE

We are Conga Corporation, doing business on behalf of itself and its affiliates (“**Conga**”) (“**Company**,” “**we**,” “**us**,” or “**our**”), We operate many websites with the Conga domain: <https://conga.com/> (the “**Site**”), the platform Conga Revenue Management (the “**Platform**”), as well as any other related products and services that refer or link to this Policy (collectively, the “**Services**”).

USE OF THE SERVICES

When you use the Services you acknowledge that you shall not use the Services in a manner that:

- Is threatening, abusive, harassing, defamatory, deceptive, or fraudulent.
- Infringes Conga’s or a third party’s intellectual property right.
- Results in the introduction of programming routines, code, files, scripts, macros, or other elements that may damage, surreptitiously intercept or expropriate any system, data, or personal information through agents or programs intended to do harm including for example viruses, worms, time bombs and Trojan horses.
- Harvests or otherwise collects information about others, including email addresses without their consent.
- Is outside the scope of your employment

You also acknowledge that when you use the Services you will not:

- Systematically retrieve data or other content from the Services to create or compile, directly or indirectly, a collection, compilation, database, or directory without written permission from us.
- Circumvent, disable, or otherwise interfere with security-related features of the Services, including features that prevent or restrict the use or copying of any Content or enforce limitations on the use of the Services and/or the Content contained therein.
- Engage in unauthorized framing of or linking to the Services.
- Trick, defraud, or mislead us and other users, especially in any attempt to learn sensitive account information such as user passwords.
- Make improper use of our Services, including our support services or submit false reports of abuse or misconduct.
- Engage in any automated use of the Services, such as using scripts to send comments or messages, or using any data mining, robots, or similar data gathering and extraction tools.

- Interfere with, disrupt, or create an undue burden on the Services or the networks or the Services connected.
- Attempt to impersonate another user or person or use the username of another user.
- Use the Services as part of any effort to compete with us or otherwise use the Services and/or the Content for any revenue-generating endeavour or commercial enterprise.
- Decipher, decompile, disassemble, or reverse engineer any of the software comprising or in any way making up a part of the Services, except as expressly permitted by applicable law.
- Attempt to bypass any measures of the Services designed to prevent or restrict access to the Services, or any portion of the Services.
- Copy or adapt the Services' software, including but not limited to Flash, PHP, HTML, JavaScript, or other code.
- Except as may be the result of standard search engine or Internet browser usage, use, launch, develop, or distribute any automated system, including without limitation, any spider, robot, cheat utility, scraper, or offline reader that accesses the Services, or using or launching any unauthorized script or other software.
- Disparage, tarnish, or otherwise harm, in our opinion, us and/or the Services.
- Use the Services in a manner inconsistent with any applicable laws or regulations.

You understand, acknowledge, and agree that you may not, except if expressly permitted:

- Reconstruct or attempt to discover any source code or algorithms of the Services, or any portion thereof, by any means whatsoever.
- Provide, or otherwise make available, the Services to any third party.
- Intercept any data not intended for you.
- Damage, reveal, or alter any user's data, or any other hardware, software, or information relating to another person or entity.
- Engage in any use, including modification, copying, redistribution, publication, display, performance, or retransmission, of any portions of any Services, other than as expressly permitted by this Policy, without the prior written consent of **Conga**, which consent **Conga** may grant or refuse in its sole and absolute discretion.

You understand, acknowledge, and agree that:

- Certain parts of your personal identifiable information (including your name and work email, will be listed and visible to other community users pursuant to Conga's privacy notice located at: <https://conga.com/privacy>
- Super/Admin Community Users will have additional access to perform some business actions (e.g. request to update account information, view renewal details, etc.)

CONSEQUENCES OF BREACHING OF THIS POLICY

The consequences for violating this Policy will vary depending on the severity of the breach and the user's history on the Services, by way of example:

Conga may, in some cases, give you a warning, however, if your breach is serious or if you continue to breach our Legal Terms and this Policy, Conga reserves the right to suspend or terminate your access to and use of our Services and, if applicable, disable your account.

Conga expressly disclaims all liability for all action taken in response to any breach of this Policy.

You may be held liable for damages for actions that are contrary to the intended use herein.

DISCLAIMER

Conga monitor users' activities, and we disclaim any responsibility for your misuse stated in this Policy, **Conga** disclaims any obligation

to any person who has not entered into an agreement with **Conga** for the use of the Services.

HOW CAN YOU CONTACT US ABOUT THIS POLICY?

If you have any further questions or comments or wish to report any problems in relation to your use of the Services, you may contact us by using our various contact forms within the site you are currently accessing, or at <https://conga.com/contact-us>.