

# Contractor Mobility Opt-in Program

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## Opt-In

Devon is now offering a Mobility Opt-in Program that will allow contractors (who are required as a result of their job responsibilities) to retrieve Devon data via their personal or third-party provided devices (e.g. iPhones, Android devices, iPads, laptops, etc.). Access to Devon information is limited to corporate issued devices and approved personal/third-party provided devices.

Contractors should receive authorization from their respective company's legal department prior to opting-in Devon's mobility program. Once a contractor opts-in, an email notification confirming the contractor's opt-in status will be sent to a representative of the contractor's employer. Contractors should be aware that any Devon information shared via personal or third-party issued devices is considered confidential and proprietary to Devon. Hence, all personal or third-party issued devices may be subject to search during any legal matter or legal discovery process.

To ensure the security and integrity of Devon data on non-company issued devices, contractors who elect to opt-in will be prompted to set up a six digit security PIN the first time they connect to any Devon data (e.g. email, contacts, calendars, applications, etc.) via their personal or third-party issued device. Contractors will not be able to access Devon data unless they continue to keep their device password protected. Further, for all Devon issued iPhones and iPads, a Devon owned Apple ID must be issued by the Service Center; contractors will not possess the ability to create their own individual Apple IDs to use with iCloud. Contractors who elect to opt-in will be responsible for notifying Devon's Service Center if anything happens to their personal or third-party issued device that may contain Devon data (i.e. it is lost, stolen, sold, returned, replaced, etc.).

Contractors who fail to comply with the requirements set forth in Devon's Opt-in Mobility Program risk materially breaching terms of an Agreement his/her organization executed with Devon. Breaching the Agreement may result in the termination of the working relationship between Devon and the third-party vendor in question.

Contractors who conclude their service with Devon will be responsible for (1) personally disabling the active sync function for the Devon account and (2) removing all Devon information from the device. For assistance with disabling the function, contractors are encouraged to contact Devon's Service Center at 1.888.376.8300.

## Opt-Out

Contractors who choose to opt-out of Devon's Mobility Program must (1) ensure that all Devon data has been removed from their personal device and (2) initiate a service request with Devon's Service Center to turn off the active sync on their device.