

15 Handling of Brytec Property and Third-Party Property

Employees are required to handle **Brytec's property and resources** with the **utmost care**. This includes, among other things:

- **Telephones, copiers, fax machines, and multifunction devices,**
- **PCs, software, and other licenses,**
- **Intranet/Internet access,**
- **Company vehicles,**
- **Other tools and work equipment provided by Brytec for the performance of work tasks.**

Company property must be used carefully and sustainably and may be used **exclusively for business purposes**, unless **Brytec** or the respective company has explicitly granted **permission for private use**.

This obligation also applies to **third-party property**, especially to **property of customers and business partners of Brytec**. This property must also be treated **with care and respect**.