

The Honest Company, Inc. Remote Access Policy

Remote Access (including Virtual Private Network - VPN)

Effective as October 26, 2022

Introduction

Remote access provides a secure, encrypted connection over the Internet between an individual system and a private network. Use of remote access allows authorized members to securely access Honest's network resources as if they were on site from anywhere in the world.

Employees and contractors of The Honest Company, Inc. ("Honest") that have a business need, and are authorized, are provided remote access to the Honest network. This policy is applicable to end users, not business-to-business VPN connections.

Definitions

Authentication is the process by which a User proves his or her identity (at a minimum with a username and password; see Two Factor Security below) to gain access to a particular electronic account.

Virtual Private Network (VPN): allow secure remote access over the Internet by using encryption to a private network (sometimes referred to as Intranet)

Two Factor Security or Multi-Factor Security is a stronger form of Authentication where a username and password is combined with another factor (such as a phone or token) for enhanced authentication related to particular electronic account.

Policy Requirements

Remote Access

Whenever possible, multi-factor authentication (e.g., Duo, SMS, or Google Authenticator) must be used as an additional layer of protection to authenticate users connecting remotely to Company systems.

Data and Information Protection Management

All information and information systems must be safeguarded to prevent unauthorized access or modification, misuse, loss, damage, or theft. Employees and non-employees with access to non-public information are responsible for protecting Company information from unauthorized access, modification, duplication, destruction, or disclosure whether accidental or intentional. Software, Systems and Service Assurance A technology acceptable use policy must be documented and published to employees