The Honest Company, Inc. Information Security Policy

Remote Access (including Virtual Private Network - VPN)

Effective as February 1st, 2016

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

1. Employees and contractors of Honest that have a business need may request remote access to Honest's network by submitting a VPN Request via the IT Service Portal.
    a. Requests must include the business justification and be approved by employee's manager
    b. Requests for contractor access must be approved by Director level or above

2. Only remote access technologies approved by Information Technology are approved for use (See Appendix A)
3. All network activity during a remote session is subject to all applicable Honest policies.
4. Employees that sponsor contractor remote access must immediately notify IT once access is no longer required
5. Network Remote Access by Users requires Two Factor Security

Appendix A – Approved Remote Access Technologies

- IPSec
- Secure Shell (SSH)
- SSL VPN
- TeamViewer

For any questions regarding this policy, requests for exception or modification contact **security@honest.com**