

Accounting Security Policy

The A^{Energy} Company Accounting Security Policy is to be provided to each employee at the time of acceptance of the employment offer. The policy is available for review by users of our website through a request to customer service. Updates to the policy are documented and available on the company intranet for review. The website policy is updated as needed and the last date of revision is posted on the website as well. Audits for compliance are budgeted to occur annually at six months after the start of the fiscal year, July 1. Billing and cost allocation analyses are completed monthly. Trend analysis is analyzed daily in a manner similar to how production data is analyzed. A thorough examination of the accounting data is completed quarterly.

Accounting Security Policy

The accounting controls for A^{Energy} Company keep a time-stamped record of resource usage including logins and network use. The accounting controls do not permit or deny access. The purpose of collecting resource usage information is for the purpose of trend analysis, auditing, billing, or cost allocation.

Information about users of services provided by the A^{Energy} Company website and network is collected, stored, and secured to protect the users' personal information and privacy.

For Employees of A^{Energy} Company

Each employee is assigned a user profile and password at the time of employment. Each request to connect to a network or service queries a check within the system to determine if the user is permitted access or if enough licenses are available for use. If authorization is granted, the user ID, IP address, location, time of connection, and location of the file or information accessed are recorded. Use information is analyzed for billing and cost allocation to internal and external cost centers. Trend analysis provides information on infrastructure functionality and requirements for infrastructure modifications. Usage information is shared only in aggregate for evaluation to appropriate management staff for confirmation of acceptable use.

For Users of the A Energy Company Website

The website of A^{Energy} Company collects and safeguards personal information and other usage data. The data collected through participation in website activity and completing survey or contest forms includes name, ID, phone number, e-mail or mailing address, and other contact information as necessary for participation. The data collected through subscription to newsletters delivered via e-mail include name,

company name, and e-mail address. The data collected through browsing the website include user IP, browsing profile, content tracking, location tracking, time of use, and search terms.

The A^{Energy} Company website uses cookies to transfer short pieces of information to the user's hard drive to store settings and for record keeping purposes. If users have set their browsers to refuse cookies, there is the possibility that some features and activities on the A^{Energy} Company website may not be accessed. The purpose of using cookies is to provide a better and more personalized service to the user by facilitating logging in to and out of the website and customizing the presentation of the website. The information from the cookies tracks access counts and frequency of participation in promotional activities.

A^{Energy} Company does not rent, sale, or otherwise distribute the data collected with other organizations or individuals. Those data transmissions that are not completed through an SSL connection between the website and the user may not be completely secure, and the user must bear the risk of data transfer via the Internet. Personal information submitted in public sections of the website may be collected by others and used by third parties. To reduce exposure to the risk, users of the public forums and other public sections of the website are reminded in the agreement of use statement that they are not required to reveal personal information publicly. A^{Energy} Company is not responsible for consequences resulting from disclosure of personal information in the public sections by users.

Users of the A^{Energy} Company website will be reminded to adhere to the latest privacy safeguard measures and guidelines. Announcements will be posted on the website to inform users of any changes to the policies, guidelines, or uses of personal information.

Inquiries about the A^{Energy} Company privacy policy may be sent via e-mail to customerservice@aenergycompany.com or by calling Customer Service during regular business hours.