 Tutor Perini CORPORATION POLICIES AND PROCEDURES	PAGE 1 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management

1.0 POLICY

This policy defines the rules regarding the acceptable use of company provided computer equipment, software and cloud services, including, but not limited to, personal computers, smart phones, tablets, cloud services, software, email, network and internet. Violations of this policy can lead to revocation of system privileges and/or disciplinary action up to and including termination of employment.

2.0 SCOPE

This policy applies to employees, contractors, consultants, temporaries, and other workers at Tutor Perini Corporation, including all personnel affiliated with third parties. This policy applies to the use of all personal computers and related devices owned or leased by Tutor Perini Corporation and its subsidiaries, as well as the use of any other computing device, regardless of ownership, used in conjunction with Tutor Perini business.


3.0 RESPONSIBILITY

- 3.1. It is the responsibility of all employees, contractors, consultants, temporaries and other workers at Tutor Perini Corporation and its subsidiaries to be familiar with and adhere to this Acceptable Use Policy. Security is everyone's responsibility and everyone must understand that they are accountable for what they do on Tutor Perini networks and systems.
- 3.2. It is management's responsibility to enforce the provisions of this policy on a day-to-day basis.
- 3.3. The Corporate IT Department is responsible for the review, implementation and compliance with the provisions of this policy.

4.0 PROCEDURES

GENERAL USE AND OWNERSHIP

- 4.1. Business purposes only – Tutor Perini's computing and communication systems must be used for business purposes only. Incidental personal use is permissible if the use: (a) does not consume more than a trivial amount of resources that could otherwise be used for business purposes, (b) does not interfere with worker productivity, and (c) does not preempt any business activity.
- 4.2. Permissible software packages – Users should consult with the IT Department for permissible software packages. Users must not install other software packages without obtaining advance permission from the IT Department. Only automatic software installation routines setup by the IT Department will be allowed to run on Tutor Perini Corporation computers. License management software is used to remotely determine which software packages are on user's devices. Unapproved software may be removed without advance notice, and those responsible for placing the unapproved software on Tutor Perini

 Tutor Perini CORPORATION POLICIES AND PROCEDURES	PAGE 2 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management

Corporation computers may be subject to discipline up to and including termination of employment.

- 4.3. **Software vendors' license agreements** - Tutor Perini Corporation strongly supports strict adherence to software vendors' license agreements and copyright holders' notices. Making unauthorized copies of licensed and copyrighted software, even for "evaluation" purposes, is strictly forbidden. Software may only be used in accordance with the license agreement on local area networks and multiple machines. Unless they receive information to the contrary, users should assume that software and other materials are copyrighted.


Employees identified making, acquiring or using unauthorized copies of computer software will be disciplined, up to and including termination of employment. Employees learning of any misuse of software or related documentation within the Company must notify their department manager or Tutor Perini's legal counsel. Illegal reproduction of software can be subject to civil damages in excess of \$50,000 with criminal penalties including fines and imprisonment. Any questions about the relevance of copyright laws must be directed to corporate legal counsel.

SECURITY AND PROPRIETARY INFORMATION

- 4.4. **Passwords** - Passwords are an important aspect of computer security. They are the front line protection for user accounts. A poorly chosen password may result in the compromise of Tutor Perini Corporation's computer network. As such, users are responsible for taking appropriate steps to select and secure their passwords.

Passwords are to be treated as strictly confidential information. **Employees and third party users are to never share their user credentials and passwords. Employees are responsible for actions taken by others using their intentionally or unintentionally disclosed password(s).** If an account or password is suspected to have been compromised, report the incident to ITIT Helpdesk and change the password.


- 4.5. **Anti-virus software** - All computers supplied by Tutor Perini IT are loaded with anti-virus software. All computers not supplied by Tutor Perini IT must run anti-virus software which has been approved by the IT Department. Because viruses can be complex and sophisticated, users must not attempt to eradicate them without expert assistance. If users suspect infection by a virus, they must immediately stop using the involved computer and call the IT Helpdesk.
- 4.6. **Malware prohibited** - Users must not intentionally write, compile, copy, propagate, execute, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any Tutor Perini Corporation computer system or network. Such software may be called malware - virus, bacteria, worm, Trojan horse or spyware - and is strictly prohibited.
- 4.7. **Evaluation or compromise of security prohibited** - Unless specifically authorized by the IT Department, Tutor Perini Corporation users must not acquire, possess, trade or use hardware or software tools that could be used to evaluate, monitor or compromise information systems security.

 Tutor Perini CORPORATION POLICIES AND PROCEDURES	PAGE 3 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management

- 4.8. **Important data must be backed up regularly** - All sensitive, valuable, or critical information resident on Tutor Perini Corporation computer systems must be periodically backed-up. Users should not keep unique data on local hard-drives, thumb drives or any other off-line storage devices, including non-company sponsored cloud services like Box.com and Dropbox. When conditions require off-line (off-network) work, users are responsible for copying any data and files onto a corporate sponsored network fileshare as soon as possible. Tools like Egnyte are available to automate this process. Network back-up processes are performed as per the current operational schedule from Egnyte and all network file shares. Department managers are responsible for ensuring their employees properly save company data on network file shares. Users should consult the IT Department with any questions or if assistance is required regarding the proper storage and backup of company data.
- 4.9. **Contingency plans**- When a computer system is used as a critical part of any production business application, it should have a documented and tested contingency plan. The IT Department should be consulted prior to the preparation of these contingency plans.
- 4.10. **Position of display screens** - Display screens for all computers used to handle sensitive or valuable data must be positioned such that the information cannot be readily viewed through a window, by persons walking in a hallway, or by persons waiting in reception and related areas.
- 4.11. **Unattended workstations** - Users should implement a password protected “blank” screensaver on their workstations. The time interval should be set to 10 minutes of inactivity before the “blank” screensaver is displayed. Contact the IT Department for implementation details. Users should be particularly aware if they are working on sensitive information. Logging out of applications and locking your workstation when leaving your work area and shutting down workstations at the end of the day are best practices.
- 4.12. **Lock sensitive information** - When not being used by authorized users, or when not clearly visible in an area where authorized persons are working, all hardcopy sensitive information must be locked in file cabinets, desks, safes, or other furniture. Likewise, when not being used, or when not in a clearly visible and attended area, all computer storage media (disks, CD-ROMs, etc.) containing sensitive information must be locked in similar enclosures.

SYSTEMS & NETWORK ACTIVITIES

- 4.13. **Operating system configurations must not be changed** - On Tutor Perini Corporation supplied computer hardware, users must not change operating system configurations, upgrade existing operating systems, or install new operating systems. If such changes are required, Technical Services personnel within the IT Department will perform them.
- 4.14. **Computer equipment must not be altered** - Computer equipment supplied by Tutor Perini Corporation must not be altered or added to in any way (e.g., upgraded processor, expanded memory, or extra circuit boards) except by IT Department Technical Services personnel.


 Tutor Perini CORPORATION POLICIES AND PROCEDURES	PAGE 4 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management

- 4.15. **Approval required to provision data lines** - Users and vendors must not make arrangements for, or actually complete the installation of data lines with any carrier. Users can their IT Regional Manager who will provide options, solicit cost proposals and coordinate installation.
- 4.16. **Do not attach devices** - Users must not attach wireless devices, network multi-plexers, establish local area networks, modem connections to existing internal networks, or other multi-user systems for communicating information without the specific approval of the IT Department. This policy helps ensure that all Tutor Perini Corporation networked systems meet performance standards and have the controls needed to prevent unauthorized access.
- 4.17. **Must not interfere with other computers** - Users must not disrupt or interfere with other computers or network users, services or equipment. Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse Act 1990.
- 4.18. **All equipment Tutor Perini Corporation property** - All computer and telecommunications equipment is Tutor Perini Corporation property. Periodic physical inventories are used to track the movement of computers and related computer equipment.
- 4.19. **Equipment must not leave without approval** - Computers, laptops and related information systems equipment must not leave Tutor Perini Corporation offices without the knowledge and approval of the involved department manager. Likewise, users must not bring their own computers, computer peripherals or network appliances into Tutor Perini Corporation facilities to use, or attach to, Tutor Perini Corporation's Network without prior authorization from IT Management.
- 4.20. **Primary user custodian for the equipment** - The primary user of a computer is considered the custodian for the equipment. If the equipment has been damaged, lost, stolen, borrowed, or is otherwise unavailable for normal business activities, the custodian must promptly inform the involved department manager. Computer equipment must not be moved or relocated without the knowledge and approval of the involved department manager and IT.

EMAIL & VOICE MAIL ACTIVITIES


E-mail, voice mail and Internet systems property of Tutor Perini Corporation

- 4.21. Tutor Perini Corporation reserves the right to regularly monitor e-mail, network traffic, or conversations conducted over the Company's network and electronic mail systems. In order to confirm misuse of the system or for any other reason, the Company reserves the right to do so, at its discretion. E-mail, voice mail and Internet access systems are the property of Tutor Perini Corporation. Inter and intra-office mail, voice mail and facsimile messages are not to be considered private, they are to be treated as shared paper files. Messages or data exchanged with web-based providers (i.e. Yahoo®, Gmail™, MSN®, etc.), with or without password-protection, are subject to monitoring, inspection, and Company use if Company computing systems are used in the exchange. Messages and data exchanged with web-based providers utilizing Company computing systems are not

 Tutor Perini CORPORATION POLICIES AND PROCEDURES	PAGE 5 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management

considered private to an individual. *The Company reserves the right to save, monitor and review electronic mail messages and Internet activity.*

- 4.22. **Electronic files are not private** - Electronic files of Tutor Perini Corporation are not private. They can be used in a court of law, and even deleted files can be recovered and used as evidence. E-mail, facsimiles and voice mail must never be used to communicate messages that the sender does not wish to become public or read by a third party. Use of the Tutor Perini Corporation e-mail or voice mail systems for the purposes of communicating improper communications, e.g., messages, attachments, or images that are derogatory, defamatory, obscene, or in any other way inappropriate must be considered grounds for discipline or dismissal, depending on the severity of the offense.
- 4.23. **Federal or state laws** - E-mail and voice mail must not be used for any purpose that violates federal or state laws.
- 4.24. **Soliciting or proselytizing prohibited** - Employees are prohibited, without prior authorization, from using company systems for such purposes as soliciting or proselytizing for commercial ventures, religious or personal causes or outside organizations or other non-work-related solicitations.
- 4.25. **Large targeted audiences require approval** - Employees must not send electronic messages of a personal nature to large targeted audiences (i.e. all company employees) without proper authorization. Employees are not to send spam at any time.
- 4.26. **Sexually explicit, offensive materials prohibited** - Employees are prohibited from sending, displaying, storing, downloading, or printing sexually explicit or otherwise potentially offensive materials that may be construed to be harassment or discrimination -- sex, race, sexual orientation, age, national origin, religious beliefs, political beliefs -- through the company's computer systems at any time (Refer to the Tutor Perini Harassment Policy). Similarly, employees are prohibited from using one's private access to the Internet or e-mail, even if occurring outside of work hours or outside Tutor Perini Corporation's premises, to make written, sexually explicit communications in which reference is made to the Company or any Company employee in a public forum, which communications could damage the Company or its employees or bring the Company or its employees into disrepute.
- 4.27. **Executable files** - Employees are prohibited from storing executable files on a network directory without the authorization of the IT Department. Downloading such files from external sources that access our system via e-mail without IT approval poses a serious risk of virus infiltration.
- 4.28. **Copyright law** - Employees are cautioned that attached files that are not the intellectual property of the sender and distributed to others within or outside the company constitutes a violation of copyright law.
- 4.29. **Misrepresenting your identity prohibited** - Employees are prohibited from the unauthorized use of system proxies or the passwords of other employees. Misrepresenting your identity in e-mail or voice mail communications or using someone else's identity or password without their permission is strictly prohibited.

 Tutor Perini CORPORATION POLICIES AND PROCEDURES	PAGE 6 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management

MOBILE DEVICES


- 4.30. **Mobile Device Policy** - All TPC employees, consultants, vendors, contractors, and others who utilize mobile computing and storage devices, containing or accessing the information resources belonging to or maintained by TPC, are subject to the Mobile Device Policy issued by the Corporate IT Department. The Policy includes all mobile computing devices that are capable of accessing TPC systems and services including, but not limited to, laptops, notebooks, netbooks, PDAs, smart phones, tablets and USB drives regardless of ownership

INTERNET ACTIVITIES

- 4.31. **Internet information considered suspect** - There is no quality control process on the Internet, and a considerable amount of its information is outdated and inaccurate, and in some instances even deliberately misleading. Therefore, all information taken off the Internet must be considered suspect.
- 4.32. **Appropriate Internet activity** - As stated previously, Tutor Perini's computing and communication systems must be used for business purposes only. Incidental personal use is permissible if the use: (a) does not consume more than a trivial amount of resources that could otherwise be used for business purposes, (b) does not interfere with worker productivity, and (c) does not pre-empt any business activity. Users should never stream audio and video services that are not specifically for business purposes as these activities consume network resources and have an adverse impact on business activities.
- 4.33. Employees are prohibited from accessing, displaying, forwarding, storing, downloading, or printing sexually explicit or otherwise potentially offensive materials through the company's computer systems at any time. The ability to connect with a site does not imply that users are authorized to visit it. Tutor Perini management reserves the right to examine web browser cache files, bookmarks, and other information stored on or passing through company computers by routinely policing web sites visited, files downloaded, time spent on the Internet, and related information. Department managers may receive reports of such information and use it to determine what types of Internet usage are appropriate for the department's business activities.

Use of the Company's Internet/e-mail or private access to the Internet/e-mail to make written communications about the Company or the Company's employees in a public forum, including blogs and v-blogs, that could damage the Company or its employees or bring the Company or its employees into disrepute is strictly prohibited.

- 4.34. **Bloggng and v-bloggng** - Employees may not film or record v-blogs while on Company property at any time. Employees may not create blog entries; include images or film of company property in v-blogs without express, written prior consent of the Company. Except as permitted by law, no Company employee may post by blogging and/or v-blogging, whether during working hours and in the office or elsewhere at any other time, comments or images that are:

 Tutor Perini CORPORATION POLICIES AND PROCEDURES	PAGE 7 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management


- Unlawfully discriminatory or harassing (as such comments would also be a violation of Company policies against unlawful discrimination and harassment);
- In violation of Company policies protecting its trade secrets and other confidential information and/or provisions protecting trade secrets contained in a confidentiality agreement;
- Unlawfully defamatory or disparaging of the Company’s business, employees, work product, or management;
- Reproductions or transmissions of any of the Company’s corporate logos or other identifying marks within the blog; or
- Reflective of a lack of professionalism as an employee of the Company.

If an employee is dissatisfied with any aspect of Company operation, the employee is encouraged to bring those concerns to Human Resources, so that the concerns may be addressed. Employees have ethical and legal obligations to protect and keep from disclosure proprietary, confidential and trade secret information about Tutor Perini.

- 4.35. **Proprietary information** - Employees are prohibited from “posting” proprietary information on Internet pages and sites. While on the Internet, users must realize that their communications may not be protected from third party viewing, therefore, information considered confidential or private should not be sent over the Internet without proper encryption (see IT Department). Employees are also prohibited from “posting” on the Internet, or sending via e-mail, text, audio or images about Tutor Perini Corporation or the Company’s employees, even if such activities occur outside work hours and/or the Company’s facilities
- 4.36. **Tutor Perini Corporation business web pages** - Employees must not establish new Internet web pages dealing with Tutor Perini Corporation business, or make modifications to existing web pages, unless they have first obtained the Management approval. Modifications include the addition of hot-links to other sites, updating the information displayed, and altering the graphic layout of a page.
- 4.37. **Penalty for Violation** - Employees violating this policy will be subjected to appropriate disciplinary action, which may include termination. Accordingly, employees who have questions or uncertainty are urged to consult with Human Resources concerning the scope and application of this policy before posting information on a blog or a v-blog.

ELECTRONIC SIGNATURES (E-SIGNATURES)

- 4.38. In the course of business, Tutor Perini may elect to use electronic signatures and approvals in lieu of “wet signatures” on paper. Acceptable use of e-signatures for any Tutor Perini company/employee is strictly defined by the e-Sign Policy and Procedures; and applies to any company/employee who initiates a document with e-signatures, as well as any company/employee who e-signs said document. Employees and other users are to only use electronic signature platforms that have been established by the IT Department and approved by Corporate Finance and Management Audit.

 Tutor Perini <small>C O R P O R A T I O N</small> POLICIES AND PROCEDURES	PAGE 8 OF 8	POLICY NUMBER: IT 2.010
	DATE: 01/31/2017	SUPERSEDES NO: ISM20.020 DATED: 07/30/2017
SUBJECT: ACCEPTABLE COMPUTER USE POLICY	ISSUED BY:	APPROVED BY:
DISTRIBUTION: All Tutor Perini Employees	Information Technology Department	Senior Management

By using approved Tutor Perini e-sign platforms, all e-sign users acknowledge they are bound by the Tutor Perini Corporation e-Sign Policy and Procedures, which are issued by the Corporate IT Department and may be accessed at any time by visiting:

<https://help.tutorperini.com/e-sign-help>

ATTACHMENTS: Acknowledgement Form



ACCEPTABLE COMPUTER USE POLICY ACKNOWLEDGEMENT FORM

Although Tutor Perini Corporation has specialists devoted to information security, it is the responsibility of users to comply with all information security policies and procedures. When the undersigned requests a user-ID on any Tutor Perini Corporation automated information system or accesses a Tutor Perini automated information system he/she acknowledges that he/she is a "user". As a user, the undersigned acknowledges that he/she must comply with the security measures dictated by both "owners" and "custodians".

As a user, the undersigned acknowledges that he/she is a fiduciary in possession of Tutor Perini Corporation information resources. This means that the undersigned must protect these information resources from unauthorized activities including disclosure, modification, deletion, and usage.

The undersigned has read the Tutor Perini Corporation Acceptable Computer Use Policy and understands the policy and procedures described therein. The undersigned agrees to abide by the policy and procedures described therein as a condition of continued employment. The undersigned furthermore understands that violators of this policy and procedures are subject to disciplinary measures including privilege revocation and/or employment termination. The undersigned understands that access to Tutor Perini Corporation information systems is a privilege which may be changed or revoked at the sole discretion of Tutor Perini Corporation management, and which automatically terminates upon departure from the Company.

The undersigned certifies that he/she has received a copy of the Tutor Perini Acceptable Computer Use Policy for future reference.

The undersigned also agrees to promptly report all violations or suspected violations of information security policies and procedures to the Information Systems Manager.

Employee Signature

Employee Name (Print)

Date