



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

**Exhibit __ to the Independent Contractor Agreement between _____
("Contractor") and Nevada Affordable Housing Assistance Corporation
("NAHAC")**

PURPOSE:

NAHAC does not control how and in what manner independent contractors perform work for NAHAC. Rather, NAHAC is only concerned with the outcome of the work for which the independent contractor is retained.

While NAHAC does not seek to exert control over Contractor's method of work, it remains imperative that NAHAC's non-public, confidential, and otherwise sensitive data be preserved. For that reason, Contractor and NAHAC agree that during any period of time in which Contractor performs work away from NAHAC's offices that involve access to or use of NAHAC computer systems or data (including non-public, confidential, and/or otherwise sensitive data), the following will apply.

Workspace:

It is NAHAC's expectation that Contractor will implement whatever measures Contractor deems necessary to create an appropriate work environment that is maintained in a safe condition, free from hazards or other dangers to the person and to NAHAC equipment. Contractor agrees that Contractor alone bears the responsibility for determining what measures should be implemented to achieve a safe and appropriate work environment.

Communication:

During any periods in which NAHAC employees are working remotely due to an office closure, national pandemic, or other special circumstance, NAHAC requests that any communications that are necessary for Contractor to perform the services for which Contract was retained ("Services") occur via electronic meetings and telephone conferences in lieu of in-person meetings.

Equipment and Other Resources:

While it generally expected that Contractor will provide Contractor's own equipment in performing the Services, in the event that equipment or other resources are provided by NAHAC ("NAHAC Resources"), these NAHAC Resources are to be used for NAHAC business purposes only. NAHAC Resources should not be made accessible to third parties. Anyone to whom NAHAC grants access to NAHAC Resources is expected to demonstrate proper care when using NAHAC Resources. If NAHAC Resources are lost, broken, or damaged in any way, this should be reported to NAHAC immediately. Upon termination of Contractor's Services, all NAHAC Resources, as well as any company data, information, and/or other property of NAHAC, must be returned to NAHAC immediately, unless other arrangements have been made.

Security and Data Protection:

Contractor is expected to ensure the protection of non-public NAHAC information while telecommuting. While it is Contractor's responsibility to determine what specific measures are necessary to ensure the protection of such information, in general, such security measures should



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include the use of physical locks to secure the workspace (where possible), regular password maintenance, standards for the transmission of public, sensitive, and private data as outlined in Section 2 (Asset Protection) of NAHAC's Information Security and Safeguards Program ("ISSP"), and any other measures appropriate for the environment. Additionally, Contractors should conduct themselves in a manner that is consistent with the NAHAC policy for the acceptable use of NAHAC information assets in their care, as outlined in Section 5 (Acceptable Use) of the ISSP. Data should not be shared and should be safeguarded from outside sources, including family and friends. Contractor is encouraged to refer to the ISSP for additional information regarding the security and protection of information.