

Appendix A – Management Roles and Responsibilities

Assignment of Management Roles and Responsibilities for Security

As required by policy in Section 12.5 of this security policy, the following table contains the assignment of management roles for security processes.

Management Security Responsibilities

Name of Role , Group, or Department	Date Assigned	Description of Responsibility
Jerome Weber	5/12/2016	Establish, document, and distribute security policies
Jerome Weber	5/12/2016	Monitor, analyze, and distribute security alerts and information
Jerome Weber	5/12/2016	Establish, document, and distribute security incident response and escalation policies
Jerome Weber	5/12/2016	Administration of user accounts on systems in the cardholder data network
Jerome Weber	5/12/2016	Monitor and control all access to cardholder data

Appendix B – Agreement to Comply

Agreement to Comply with Information Security Policies

All employees working with sensitive cardholder data must submit a signed paper copy of this form. Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton management will not accept modifications to the terms and conditions of this agreement.

Employee's Printed Name

Employee's Department

Employee's Telephone Number

Employee's Physical Address and Mail Location

I, the user, agree to take all reasonable precautions to assure that Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton internal information, or information that has been entrusted to Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton by third parties such as customers, will not be disclosed to unauthorized persons. At the end of my employment or contract with Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton, I agree to return to Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton all information to which I have had access because of my position with Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton. I understand that I am not authorized to use this information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the internal Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton manager who is the designated information Owner.

I have access to a copy of the Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton Information Security Policies Manual, I have read and understand the manual, and I understand how it affects my job. As a condition of continued employment at Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton, I agree to abide by the policies and other requirements found in that manual. I understand that non-compliance will be cause for disciplinary action up to and including system privilege revocation, dismissal from Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton, and perhaps criminal and/or civil penalties.

I agree to choose a difficult-to-guess password as described in the Webcor, Inc dba THE WEB Extreme Entertainment and Web Entertainment, Inc. dba Laser Web Dayton Information Security Policies Manual, I agree not to share this password with any other person, and I agree not to write this password down unless it has been transformed in an unrecognizable way.

I also agree that I will promptly report all violations or suspected violations of information security policies to Jerome Weber.

Employee's Signature