

LEO HR Acceptable Use Policy

Effective Date: 4 August 2026

Applies to: All users of the Leo HR™ platform and related services.

1. Purpose

This Acceptable Use Policy explains the standards of behaviour expected from anyone accessing or using the Leo HR™ platform ("the Platform").

By creating an account or using the Platform, you agree to comply with this policy.

2. Lawful Use

You must only use the Platform for lawful business purposes.

You agree not to use the Platform:

- to commit or facilitate any unlawful act;
- to infringe another person's legal rights;
- to upload illegal, offensive, discriminatory or defamatory material;
- to harass, threaten or abuse others;
- to breach employment, data protection or intellectual property laws;
- to distribute malware or malicious software.

3. Account Security

You are responsible for:

- maintaining the confidentiality of your login credentials;
- ensuring only authorised users access your organisation's account;
- notifying Leo HR immediately if you suspect unauthorised access.

Accounts must not be shared between multiple users.

4. Accuracy of Information

You are responsible for ensuring that information entered into the Platform is accurate, lawful and up to date.

Leo HR does not verify the accuracy of information entered by users.

5. Artificial Intelligence

Where artificial intelligence features are provided:

- AI responses are intended to support professional decision-making.
- AI outputs should always be reviewed by an appropriately authorised person before action is taken.
- Users remain responsible for all decisions made using information provided by the Platform.

6. Prohibited Activities

Users must not:

- attempt to gain unauthorised access to the Platform;
- interfere with the operation or security of the Platform;
- reverse engineer, copy or exploit the Platform;
- scrape or harvest data;
- upload viruses or malicious code;
- impersonate another individual or organisation;
- attempt to bypass subscription limits or security controls.

7. Fair Usage

The Platform is intended for normal business use.

Leo HR reserves the right to investigate unusually excessive or abusive usage that negatively affects platform performance or other customers.

8. Intellectual Property

All software, branding, designs, documentation, AI prompts, workflows and content created by Leo HR remain the intellectual property of Leo HR Ltd unless otherwise stated.

Users may not copy, reproduce, distribute or commercially exploit any part of the Platform without prior written permission.

9. Suspension of Access

Leo HR may suspend or terminate access where we reasonably believe a user has:

- breached this policy;
- breached our Terms & Conditions;
- used the Platform unlawfully;
- compromised the security or integrity of the Platform.

Where appropriate, we will notify affected users before taking action.

10. Changes to this Policy

We may update this policy from time to time.

The latest version will always be available through the Leo HR website and Platform.

Continued use of the Platform constitutes acceptance of any revised version.

11. Contact

If you have any questions regarding this Acceptable Use Policy, please contact:

Leo HR Ltd

Email: **office@leohr.co.uk**

Website: <https://www.leohr.co.uk>

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