

SERVICE SCHEDULE

PULSANT MULTI-FACTOR AUTHENTICATION

This is a Service Schedule as defined in the Conditions. Where the Services set out in this Service Schedule form part of the Services to be supplied under a Contract (as defined in the Conditions), this Service Schedule forms part of the Contract.

In this Service Schedule, references to Clauses are to Clauses of the Conditions, and references to paragraphs are to the paragraphs of (i) this Service Schedule or (ii) whichever other document is specifically referred to.

1 Additional Definitions

In this Service Schedule the following words and expressions shall have the following meanings:

- 1.1 **"Pulsant Service Description - Multi-Factor Authentication"** – the document which sets out the scope and description of the Services being provided by the Supplier.
- 1.2 **"Multi-Factor Authentication"** – a secure authentication method which remote users use to log on to a corporate network.
- 1.3 **"Duo"** – Duo Security Inc., the third-party vendor responsible for supplying the software that underlies the Multi-Factor Authentication Service.

2 Pulsant Multi-Factor Authentication – Service Scope and Description

- 2.1 The management scope of the Services being provided by the Supplier is illustrated in the Pulsant Service Description – Multi-Factor Authentication document, which also contains recommended specific considerations under the section "Service Dependencies and/or Related Services". The Customer confirms that it has considered and accepts full responsibility for all scenarios relating to any failure conditions and functionality of each related or dependent service where those services are not provided by the Supplier.
- 2.2 Pulsant Multi-Factor Authentication Services are provided to the Customer for so long as the Contract remains in force in accordance with the terms of the Contract and the Supplier's acceptable use, security and access policies and procedures.
- 2.3 Pulsant Multi-Factor Authentication Service is subject to payment by the Customer of the Supplier's Charges for installation and support services, as set out in the Order Form or as subsequently agreed between the parties from time to time.
- 2.4 The Supplier will procure the services of Duo on the Customer's behalf and act as a single point of billing for the service.
- 2.5 The Supplier will provide and support Multi-Factor Authentication on infrastructure managed by the Supplier; infrastructure managed by the Customer or any third party engaged by the Customer is specifically excluded from this Service.
- 2.6 The Supplier will provide the Customer with the following:
 - 2.6.1 Installation and configuration of all required Duo software on the agreed infrastructure (specifically excluding mobile devices).
 - 2.6.2 Configuration of the Duo software to perform authentication for up to two Customer-nominated applications.
 - 2.6.2.1 The Supplier can only guarantee this for applications included on Duo's list of supported products, given here: <https://duo.com/docs/>
 - 2.6.3 Provision of an installation method for the Customer to install the Duo authentication software on mobile devices.
 - 2.6.4 Management and maintenance of the Duo software through the lifetime of the Contract.
 - 2.6.5 Management of user access lists in accordance with the Customer's instructions.
 - 2.6.6 A point of contact and first-line support for all Customer queries concerning the operation of the Service.

2.6.6.1 Service issues will be escalated to Duo as required.

2.6.7 Access to an on-line dashboard providing information about the Service including:

2.6.7.1 The authentication log, showing log-on attempts.

2.6.7.2 The Customer's access policy settings.

2.6.7.3 The applications protected by the Service.

2.6.7.4 The list of registered users, along with their status and last log-on activity.

2.7 The Supplier will not install the authentication software on mobile devices or otherwise manage or support mobile devices.

2.8 The Supplier will not perform any configuration, management, or support of any of the Customer's application software that authenticates through this service.

2.9 The Customer will perform the following activities in relation to this Service:

2.9.1 Ensure that the authentication software is correctly installed on mobile devices as required, using an installation process provided by the Supplier.

2.9.2 Perform any necessary configuration of the Customer's applications to use Multi-Factor Authentication.

2.9.3 Inform the Supplier, in a timely manner, of any new starters, leavers, or other changes in user access.

2.9.4 Ensure the safety and security of any software or hardware tokens they are supplied with as part of this service.

3 Service Levels

3.1 The Supplier will use its reasonable endeavours to deliver the following Response Times and Availability as classified in the tables below.

Event Type	Service Hours	Response Time
Critical	24/7/365 (Issue must be notified by telephone)	Within 15 minutes
Service Affecting	24/7/365 (Issue must be notified by telephone)	Within 30 minutes
Routine	Business Hours	Within 30 minutes, measured during Business Hours

3.2 The Supplier will use its reasonable endeavours to deliver the following Service Levels in respect of the Services as set out in the table below.

3.2.1 The below table defines the SLA for the Multi-Factor Authentication Service.

3.2.2 The Customer will require adequate Internet connectivity to connect to the authentication Service, and the Service SLA will not apply in the case of any failure of connectivity.

Measure	Service Hours	Response Time
Service Hours	The hours during which the service and SLA is provided	24/7/365
Availability: authentication service and portal	% of the service hours during which service availability is guaranteed (excluding planned maintenance in Clause 5 below)	99.9%
Availability: Duo server application	% of the service hours during which service availability is guaranteed (excluding planned maintenance in Clause 5 below)	Dependent on the Customer's server infrastructure.

4 Fee Credits

- 4.1 Any Fee Credits which fall due pursuant to this Clause 4 are payable subject to and in accordance with Clause 5 of the Conditions.

	Service Hours	Target Availability	Fee Credits
Multi-Factor Authentication	24/7/365 (Issue must be notified by telephone)	99.9%	Pro rata proposition of the Monthly Charges for any Non-Availability Period

A pro rata proportion shall be calculated according to the number of complete minutes in the relevant calendar month and the number of complete minutes of Non-Availability in that calendar month.

"Non-Availability" means a period of time during which the relevant Service is unavailable in breach of the Availability Service Levels set out in Clause 3.2 above.

5 Planned Maintenance

- 5.1 Save in situation which is an Event of Force Majeure or in the case of an emergency, where the Supplier considers (in its sole discretion) that it is necessary to carry out maintenance activities that will affect or can reasonably be expected to affect the Customer's operations, the Supplier shall notify the Customer at least 48 hours in advance of the commencement of the works detailing the nature of the work to be carried out and the timetable for completion of the works. These works will be carried out in accordance with the Supplier's standard procedures which are available upon request by the Customer. In the case of an Event of Force Majeure or an emergency, no advance notice is required.
- 5.2 During the period of Planned Maintenance, the SLAs will not apply.