

## User Agreement

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The Olympus e-Learning platform (<https://eLearning.olympus-europa.com>) is a web-based learning environment that has been specially established to provide training in areas important to Olympus' line of business, as well as to Olympus' internal corporate activities. This platform is accessible to employees of Olympus Europa Holding GmbH and the European Olympus Group Companies (click here - <http://www.olympus-europa.com> - for a list), as well as selected external Olympus business partners.

The Olympus e-Learning platform can be accessed from any standard internet browser. You therefore simply require a computer with an installed internet browser and internet access.

For internal Olympus employees who are subject to the Works Agreement on the introduction and use of the e-Learning software "ILIAS" ("Works Agreement"), the rules of the Works Agreement also apply.

If the Works Agreement does not apply to the applicable internal Olympus employee, supplementary rules shall be separately agreed upon with the relevant employee in an additional agreement to this User Agreement.

### 1. Eligibility

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Employees of Olympus Europa Holding GmbH and the European Olympus Group Companies (hereinafter jointly referred to as "Olympus"), and selected Olympus business partners are entitled to use the Olympus e-Learning program. The applicable Olympus Europa Holding GmbH division shall decide whether a person is eligible to use Olympus e-Learning or not.

### 2. Logging in to the e-Learning platform

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The e-Learning platform is not available to the public. You require an e-mail address (which also acts as your user ID) and a password. You must remember and/or record both of these as the tool cannot be used without entering an e-mail address and password. This measure is to protect your personal data.

#### **How do I obtain access to the e-Learning platform?**

You can obtain access in two different ways.

1. As an internal user, you are automatically added to the ILIAS platform by the Olympus system administrator and receive an email invitation to log on.
2. As an external user, you can request access to the Olympus e-Learning platform. Through the self-registration option, your request will be reviewed by the Olympus system administrator, who will then e-mail you the necessary login details.

To register, the following information must be provided:

- First and last name
- E-mail address
- Company
- City
- Country
- User ID (e-mail)
- Password (at least eight characters)

You can also voluntarily store other profile information such as your address, telephone numbers or preferred language.

Once you have entered your user ID and password on the login page and accepted this User Agreement, you can use the exclusive contents of the Olympus e-Learning platform.

## 3. Scope of services

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For Olympus, ensuring that employees and business partners are properly trained and qualified is extremely important. Electronic media has become a key tool for quickly and economically meeting the increasing demand for training and development in all areas. The increased use of e-Learning services should help our employees and business partners to retain and further their knowledge and qualifications.

The Olympus e-Learning platform provides web-based learning content for all areas with subsequent learning checks (tests). The e-Learning platform helps achieve the following targets in particular:

- To provide training courses that are flexible with regard to their contents and location,
- To implement learning programmes and contents, including for a large target audience and time-critical requirements,
- To improve the success of training through individual customisation and needs-oriented preparation for training contents,
- To provide training opportunities for target groups in different locations.

Registering for Olympus e-Learning enables you to access and use the program as often as required. The learning contents and associated tests are being continuously expanded. You will receive e-mail notifications about new topics available on the Olympus e-Learning platform.

Olympus retains the right to exclude users from using the Olympus e-Learning platform should they:

- Misuse the platform;
- Have gained access to the platform by providing false registration data;
- Do not fulfil the eligibility requirements;
- Do not use the e-Learning programme for more than 12 months.

## 4. Terminating a user account

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If you have been registered as a user of the Olympus e-Learning platform, you can terminate your account at any time. To do this, simply select the specially designated menu option on the Olympus e-Learning platform and submit the pre-prepared e-mail. Your personal data will then be deleted.

## 5. Privacy notice

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Olympus takes the protection of your personal data extremely seriously. The following provisions inform you about how we protect your personal data, why we collate and use this data and what rights you have in relation to your data. These provisions supplement and clarify Olympus's general privacy provisions, which you can view at [http://www.olympus-europa.com/corporate/en/privacy\\_notice.html](http://www.olympus-europa.com/corporate/en/privacy_notice.html). In the event that the general privacy provisions differ from the provisions below, the latter shall apply.

### **What data is collated?**

During the registration process you must provide the information listed under point 2. When you use the e-Learning platform, we also collate data on your use of the platform, such as the time and duration of use, details of your learning status and progress, the number of questions you have answered, the tests you have passed and your test results.

### **What is the data used for?**

Olympus stores your data to:

- enable you to use the e-Learning programme;

- be able to conduct a learning check - your test results are stored and used for statistical evaluations;
- answer any enquiries you submit.

### **To whom is your data passed on?**

Your personal data, including your usage data, can be passed on to certain employees of Olympus Holding Europa GmbH and the European Olympus Group Companies under certain circumstances. Olympus will not pass on your data to external third parties or use your data for purposes not associated with operating the e-Learning platform without your consent.

### **Who can view the test results?**

The test results can only be viewed in personalised form by the relevant user and selected administrators, if this is necessary to enable the functioning or usage of the e-Learning program. All administrators who can access personal data have undertaken in writing to observe the applicable data secrecy obligations. Olympus can evaluate training and test data in anonymous format for statistical purposes and pass on these evaluations to other companies within the Olympus Group.

### **For how long do we store your data?**

We store your data for the entire period for which you are a registered user of Olympus e-Learning. If you terminate your user account or Olympus decides to terminate your account in accordance with point 3, your personal data will be deleted.

You can revoke your authorisation to use your personal data at any time with future effect by selecting the applicable menu option on the platform. Such revocation will also mean the termination of your Olympus e-Learning user account.

### **Cookies**

The Olympus e-Learning platform uses cookies (short entries in a special data directory on your computer for exchanging information between the e-Learning platform and your internet browser). In this regard, the system solely uses “session cookies”, which become invalid when you exit the platform. The session cookies temporarily save a session ID, for example, to identify you as a user on the platform. This ID is also used to recognise you again when you re-access the platform so that you do not have to re-enter your password every time you open a sub-page during a session. The system also saves a further session cookie to temporarily store the e-Learning system’s client ID. This client ID is used to authenticate you as a user for the Olympus Europe clients.

For further information about data privacy, please visit:

[http://www.olympus-europa.com/corporate/en/privacy\\_notice.html](http://www.olympus-europa.com/corporate/en/privacy_notice.html).

## 6. Copyright and trademark ownership

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## 7. Product information on this website

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## 8. Disclaimer

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This website is provided “in its present condition”. The contents are continuously expanded, modified and/or updated. Although Olympus endeavours to provide accurate and up-to-date information on this website, it does not assume any liability



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## **9. Confidentiality**

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The information and contents found on this website are confidential and must not be made accessible to third parties without the prior written consent of Olympus unless this is information that is clearly intended to be made accessible to third parties or that is already accessible to third parties.