



Atlassian PTY Ltd.

**System and Organization Controls (SOC) 3 Report
Report on Jira Align**

**Based on the Trust Services Criteria for Security,
Availability, and Confidentiality**

For the period October 1, 2019 through December 31, 2019



**Management's Report of its Assertions on the Effectiveness of
Its Controls over the Jira Align System
Based on the Trust Services Criteria for
Security, Availability, and Confidentiality**

We, as management of, Atlassian are responsible for:

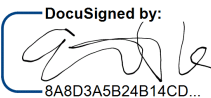
- Identifying the Jira Align System (System) and describing the boundaries of the System, which are presented in Attachment A
- Identifying our principal service commitments and system requirements
- Identifying the risks that would threaten the achievement of its principal service commitments and service requirements that are the objectives of our system, which are presented in Attachment B
- identifying, designing, implementing, operating, and monitoring effective controls over the Jira Align System (System) to mitigate risks that threaten the achievement of the principal service commitments and system requirement
- Selecting the trust services categories that are the basis of our assertion

We assert that the controls over the system were effective throughout the period October 1, 2019 to December 31, 2019, to provide reasonable assurance that the principal service commitments and system requirements were achieved based on the criteria relevant to security, availability, and confidentiality set forth in the AICPA's TSP section 100, *2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy*.

Subservice Organizations Matters

Atlassian uses Amazon Web Services ("AWS") and Microsoft Azure ("Azure:") to provide physical safeguards, environmental safeguards, infrastructure support and management, and storage services. Atlassian uses Rackspace to provide management of the infrastructure at AWS. The Description (Attachment A) includes only the controls of Atlassian and excludes controls of the AWS, Azure, and Rackspace. The Description also indicates that certain trust services criteria specified therein can be met only if AWS's, Azure's, and Rackspace's controls assumed in the design of Atlassian's controls are suitably designed and operating effectively along with the related controls at the Service Organization. The Description does not extend to controls of AWS, Azure, and Rackspace.

However, we perform annual due diligence procedures for third-party sub-service providers and based on the procedures performed, nothing has been identified that prevents us from achieving its specified service commitments.

DocuSigned by:

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Erika Fisher
Chief Legal Officer, Atlassian



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Report of Independent Accountants

To the Management of Atlassian Pty Ltd.

Scope

We have examined management's assertion, contained within the accompanying Management's Report of its Assertions on the Effectiveness of Its Controls over the Jira Align System Based on the Trust Services Criteria for Security, Availability, and Confidentiality (Assertion), that Atlassian's controls over the Jira Align System (System) were effective throughout the period October 1, 2019 to December 31, 2019, to provide reasonable assurance that its principal service commitments and system requirements were achieved based on the criteria relevant to security, availability, and confidentiality (applicable trust services criteria) set forth in the AICPA's TSP section 100, *2017 Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy*.

Atlassian Pty Ltd ("the Company" or "Atlassian") uses Amazon Web Services ("AWS" or "subservice organization") and Microsoft Azure ("Azure" or "subservice organization") to provide physical safeguards, environmental safeguards, infrastructure support and management, and storage services. Atlassian uses Rackspace to provide management of the infrastructure at AWS. The Description of the boundaries of the System (Attachment A) indicates that Atlassian's controls can provide reasonable assurance that certain service commitments and system requirements can be achieved only if AWS's, Azure's, and Rackspace's controls, assumed in the design of Atlassian's controls, are suitably designed and operating effectively along with related controls at the service organization. The Description presents Atlassian's system and the types of controls that the service organization assumes have been implemented, suitably designed, and operating effectively at AWS, Azure and Rackspace. Our examination did not extend to the services provided by AWS, Azure and Rackspace, and we have not evaluated whether the controls management assumes have been implemented at AWS, Azure, and Rackspace have been implemented or whether such controls were suitably designed and operating effectively throughout the period October 1, 2019 to December 31, 2019.

Management's Responsibilities

Atlassian's management is responsible for its assertion, selecting the trust services categories and associated criteria on which the its assertion is based, and having a reasonable basis for its assertion. It is also responsible for:

- Identifying the Jira Align System (System) and describing the boundaries of the System
- Identifying our principal service commitments and system requirements and the risks that would threaten the achievement of its principal service commitments and service requirements that are the objectives of our system



- identifying, designing, implementing, operating, and monitoring effective controls over the Jira Align System (System) to mitigate risks that threaten the achievement of the principal service commitments and system requirement

Our Responsibilities

Our responsibility is to express an opinion on the Assertion, based on our examination. Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform our examination to obtain reasonable assurance about whether management's assertion is fairly stated, in all material respects. An examination involves performing procedures to obtain evidence about management's assertion, which includes: (1) obtaining an understanding of Atlassian's relevant security, availability, and confidentiality policies, processes and controls, (2) testing and evaluating the operating effectiveness of the controls, and (3) performing such other procedures as we considered necessary in the circumstances. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risk of material misstatement, whether due to fraud or error. We believe that the evidence obtained during our examination is sufficient to provide a reasonable basis for our opinion.

Our examination was not conducted for the purpose of evaluating Atlassian's cybersecurity risk management program. Accordingly, we do not express an opinion or any other form of assurance on its cybersecurity risk management program.

Inherent limitations

Because of their nature and inherent limitations, controls may not prevent, or detect and correct, all misstatements that may be considered relevant. Furthermore, the projection of any evaluations of effectiveness to future periods, or conclusions about the suitability of the design of the controls to achieve Atlassian's principal service commitments and system requirements, is subject to the risk that controls may become inadequate because of changes in conditions, that the degree of compliance with such controls may deteriorate, or that changes made to the system or controls, or the failure to make needed changes to the system or controls, may alter the validity of such evaluations. Examples of inherent limitations of internal controls related to security include (a) vulnerabilities in information technology components as a result of design by their manufacturer or developer; (b) breakdown of internal control at a vendor or business partner; and (c) persistent attackers with the resources to use advanced technical means and sophisticated social engineering techniques specifically targeting the entity.



Opinion:

In our opinion, Atlassian's management assertion referred to above is fairly stated, in all material respects, based on the aforementioned criteria for security, availability, and confidentiality (applicable trust services criteria), and if the subservice organizations applied the controls assumed in the design of Atlassian's controls throughout the period October 1, 2019 to December 31, 2019.

Ernst + Young LLP

Irvine, California
March 5, 2020



Attachment A - Atlassian Service Organization's Description of the Boundaries of Its Jira Align System

Company Overview and Background

Atlassian was founded in 2002 by Scott Farquhar and Mike Cannon-Brookes. Atlassian had its Initial Public Offering ("IPO") in 2015. Atlassian has offices in San Francisco and Mountain View, California, New York City, New York, Sydney, Australia, Manila, Philippines, Yokohama, Japan, Amsterdam, Netherlands, Austin, Texas, Boston, Massachusetts, Falls Church, Virginia, Ankara, Turkey, and Bengaluru, India.

Atlassian's mission is to unleash the potential in every team. Its collaboration software helps teams organize, discuss, and complete shared work. Teams of more than 65,000 staff, as well as large and small organizations use Atlassian's project tracking, content creation and sharing, real-time communication, and service management products to work better together and deliver quality results on time. Atlassian products include Jira Software, Jira Service Desk, Jira Align, Confluence, Bitbucket, Statuspage, Trello, and Opsgenie.

The systems in-scope for this report are the Jira Align system hosted at Amazon Web Services ("AWS"), the Business Intelligence LEO ("BI" or "LEO") reporting system hosted at Microsoft Azure, and the supporting IT infrastructure and business processes.

Overview of Products and Service

Jira Align is a scaled agile management system that leverages Agile at Scale frameworks such as the Scaled Agile Framework ("SAFe") to provide visibility, coordination, and management at program, portfolio, and enterprise levels. The Company provides services to customers globally, primarily in the technology industry. Jira Align simplifies software at scale by bringing the business and software development organizations together on one intuitive platform.

Jira Align bi-directionally integrates with third-party systems at the team level, enabling coordination between product owners, scrum masters, program managers, and release train engineers. The application provides a real-time visualization of the work being performed across users. Organizations use Jira Align to scale above the individual team level and support strategic decision making, such as development capacity optimization and investment decisions.

Jira Align can perform the following key functions based on customer configuration:

- Track financials, resource allocation, and progress across strategies
- Map strategy to execution and model work up to the executive level
- Report on investment performance and plan delivery
- Leverage value streams to minimize bottlenecks and optimize value throughput
- Make work visible in real-time across all teams, products, and programs
- Create one centralized place to optimize end-to-end strategic operations

Infrastructure

The Jira Align Software-as-a-Service (“SaaS”) production environment runs on Microsoft Windows and Microsoft SQL servers in an Amazon Web Services (“AWS”) cloud hosted environment managed by Rackspace. The Company uses Microsoft Azure cloud hosted environment to support the data warehouse for their business intelligence (“BI”) product, LEO. AWS and Azure are responsible for maintaining the security of production infrastructure in their cloud hosted environments. Rackspace is responsible for managing and supporting the AWS infrastructure for Atlassian. The security configurations of these components are automatically updated to reflect current best practices as part of the hosting services agreement.

The Jira Align production environment is accessible through the Rackspace Passport secure access implementation and two factor authentication. Rackspace is responsible for user access administration activities on behalf of Jira Align, including provisioning, deprovisioning, and authentication. Select employees can access the Jira Align production systems on Atlassian-managed computers connected to VPN; and the users Single Sign On using Centrify to the Rackspace Portal. The security of these computers is supported by third-party services, including disk encryption and antivirus software.

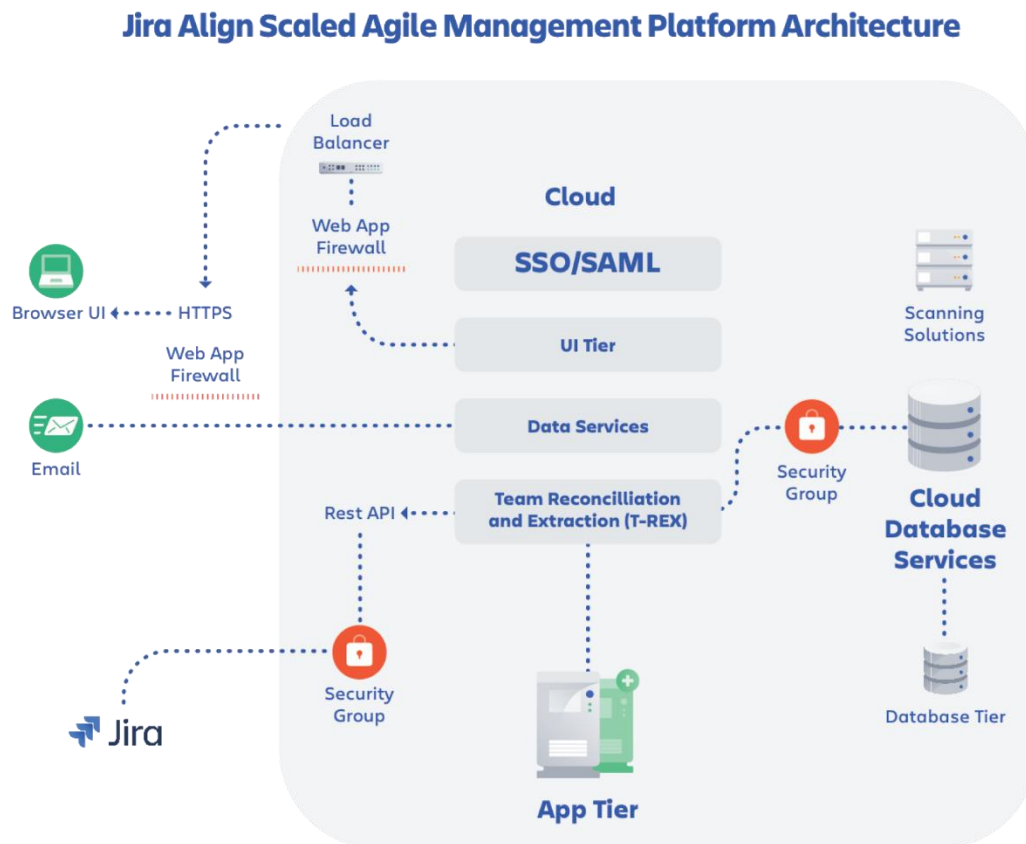


Figure 1: Jira Align Infrastructure

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Jira Align is a Microsoft Windows web application developed, maintained, and enhanced by Atlassian. Each Jira Align customer is supplied with a unique external website and web interface supported by the platform. The web interface is a multi-user application that customers use to create and manage work items and tasks to support the execution of their projects and work streams. Organizations can formulate, document, and track strategic plans through execution. The web interface also provides reporting capabilities that can be used to generate reports by person, work, time, product, customer, and value.

Customers can also use Jira Align to configure email notifications and updates to work items that are integrated from other team tools such as Jira, Azure, Rackspace Support Portal, and Rally. The Team Reconciliation and Extraction engine ("T-REX" or the "Connector") provides customers the ability to bi-directionally integrate data from one or more team tools into Jira Align for consolidated reporting.

LEO is a Business Intelligence ("BI") data warehouse that is offered as an add-on product for existing customers. Customers can use LEO to create custom reports that combine their Jira Align data with data from other systems of record to fulfill the unique reporting needs of their users.

Atlassian manages the access to the database, configuration of the monitoring services, and backups of customer data. As such, these are in scope for this report.

The processes and controls managed by AWS, Microsoft Azure, and Rackspace are excluded from the scope of this report.

Atlassian relies on Rackspace to provide infrastructure support and management, including monitoring, investigating, and resolving incidents and issues relating to security, availability, network, and vulnerabilities. A monthly meeting is held between Atlassian Jira Align management and Rackspace to discuss capacity, vulnerabilities, open incidents, and issues that may require remediation.

Servers

AWS provides Infrastructure as a Service ("IaaS") and is managed by Rackspace. The network, IAM roles, key management, Active Directory, database administration, patching, and tier1 operational support are managed by the Rackspace team. The operating system images are provided by AWS and the required software components are defined by the Jira Align team.

Microsoft Azure provides Platform as a Service ("PaaS") / Software as a Service ("SaaS") with respect to the LEO BI solution.

The Jira Align team deploys all of their code via an Atlassian Peer Review Green Build ("PRGB") compliant pipeline and manages datastores via AWS.

Database

The primary datastore for Jira Align is Microsoft SQL Server RDS, which is hosted in AWS and managed by Rackspace. The RDS cluster includes a leader and multiple followers and its nodes are spread out across at least 2 Availability Zones for fault-tolerance and redundancy. The data is encrypted at rest via 256-bit Advanced Encryption Standard (AES-256) on Elastic Block Storage. The keys are managed via AWS Key Management System ("KMS"), with access rights designated to a separate IAM role.

Attachment A - Atlassian Service Organization's Description of the Boundaries of Its Jira Align System

Note that all data are stored in SQL server including search indexes and user attachments.

The primary datastore for LEO BI is generated hourly by an ETL job running within the AWS Virtual Private Cloud. This datastore is hosted in Microsoft Azure. The data warehouse is encrypted via Azure encryption at rest.

Software

The following software, services, and tools support the Jira Align control environment and are in scope as part of the controls and processes being executed:

- Alert Logic - Security tools used for intrusion detection, scanning and log analysis
- Amazon Web Services ("AWS") - Cloud provider, cloud computing, database, file & messaging services, monitoring & alerting
- AppVeyor - Continuous integration tool used to perform automated testing and deployment activities
- Bitbucket Cloud - Atlassian's developed source code and development projects tool
- Centrify - Single sign on service used for Atlassian
- Getsupport.atlassian.com ("GSAC") - Atlassian customer support and engagement tool
- GoogleAuth - Single sign on service used for Atlassian
- Jira - Ticketing system used for incident management, user access provisioning, and change management process.
- Lever - Hiring tool
- Mailgun - Outgoing email service providers
- Microsoft Azure - Business Intelligence Report, cloud computing, Active Directory, data warehouse, and analysis services
- Octopus - Software deployment Tool
- Opsgenie - Atlassian's incident and alert management tool
- Rackspace - Third-party monitoring and support, ticketing system and portal
- Slack - Collaboration or instant messaging tool
- Statuspage - Uptime / availability reporting
- Splunk - Monitoring of security and availability tool
- Sourceclear - Open source code dependency scanning
- Testery - Code testing (green build)
- Workday - Human Resource (HR) system; including performance feedback

AWS, Microsoft Azure, and Rackspace are third-party vendors. Atlassian performs a review of the SOC 2 report for these vendors. The evaluation of the SOC 2 reports are performed and reviewed by the Risk and Compliance Team, which includes an assessment of complementary user entity controls, subservice organizations, and mapping of the controls to key risks. If there are exceptions, Atlassian will review the severity and impact of the exceptions, and if

Attachment A - Atlassian Service Organization's Description of the Boundaries of Its Jira Align System

needed, follow up with the individual vendor. Atlassian has monthly meetings with Rackspace to discuss issues, vulnerabilities, and other supporting activities with the Jira Align management group. Additionally, a customer agreement contract is in place to highlight Rackspace's responsibility as a third-party vendor to Atlassian. Alert Logic, AppVeyor, Centrify, GoogleAuth, Lever, Slack, Sourceclear, Mailgun, Octopus, Testery, and Workday are also third-party vendors; however, customer data is not stored in these applications. These are support and monitoring tools, and are only applicable to support certain controls and criteria.

Bitbucket Cloud, GSAC, Jira, Opsgenie, and Statuspage are Atlassian tools and are in-scope in the controls discussed below.

Vendor agreements, including any security, availability, and confidentiality commitments, are reviewed by appropriate Atlassian management during the procurement process. Prior to services rendered, the vendor and Atlassian are required to sign the vendor agreement terms and conditions.

Data

Customers can sign up for Jira Align through a request form using <https://atlassian.com/software/jira/align#contact>. Upon request, a designated customer support member will discuss various components of the customer's infrastructure to understand how the customer's platform should be designed and implemented, and a customer Master Service Agreement ("MSA"), which includes any specific terms and conditions between the two parties, is outlined. Once the customer acknowledges the terms and condition either through the Atlassian website or through the signed customer MSA, the creation of the customer's account and environment will be created. An account cannot be made for any of Atlassian's products without first being directed to acknowledge the Cloud Terms of Service

Customer data is exclusively restricted to the AWS and Azure hosted environments. It is not maintained in hard copy nor local electronic copy by Atlassian. Customer data is collected by manually entering project and program customer file uploads. Customers communicate with Jira Align Solution Architecture and Support teams as part of the implementation process. Customers enter data and upload files through the website to communicate their current process and end goals for an implementation. All files are stored on SQL servers hosted by AWS.

Customer data is also segmented by separate databases dedicated to each customer via both multi-tenant and dedicated virtual private clouds ("VPCs") on Amazon Web Services ("AWS"). The multi-tenant VPCs have an underlying SQL structure which separates each Jira Align customer's data on the database service into separated data stores. Meanwhile, dedicated VPCs are created for requesting customers, whereby, the VPC network is not shared with other customers, thus, inherently have a dedicated database.

Customer data is restricted to the production environment and does not reside in any non-production or development environments. Additionally, all customer data in the production environment is protected in alignment with Atlassian's System Acquisition, Development, and Maintenance Policy.

Organizational Structure

Atlassian's organizational structure is managed by a committee consisting of Human Resources, Financial Planning and Analysis, as well as Senior Management and Leadership (including the Co-Founders).

The following organizational chart identifies the teams responsible for human resources, strategic planning, education/training, legal matters, business growth/modeling, finance, accounting, and technology operations:

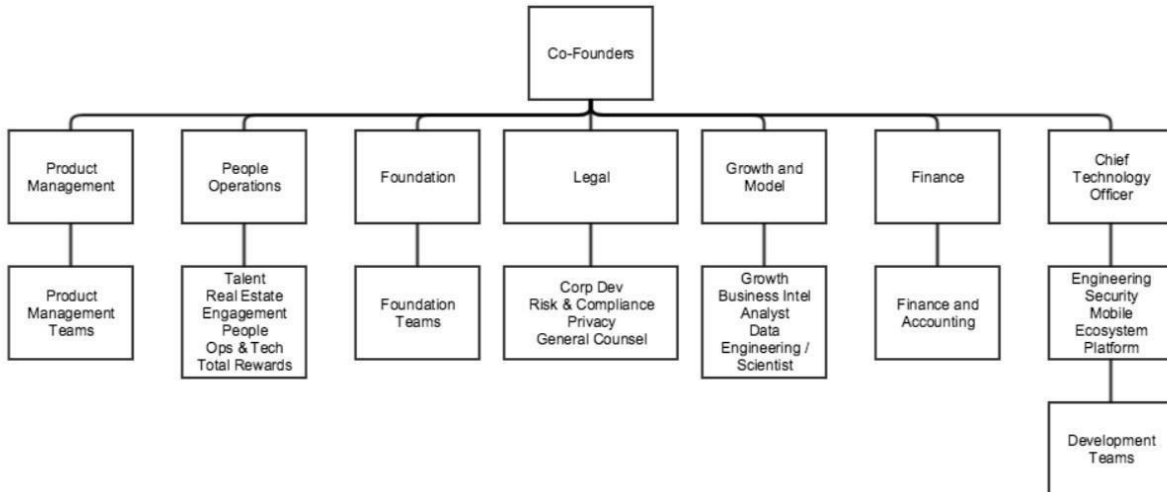


Figure 2: Atlassian's Organizational Chart

The organizational charts are reviewed by appropriate Atlassian management and updated semi-annually. Additionally, organizational charts are automatically updated based on employee action notices and is available to all Atlassian employees via Atlassian's HR system, Workday.

The Co-Founders are responsible for directing all designated areas including Product Management, People Operations, Foundation, Legal, Growth and Modeling, and the Technology teams. All teams have full responsibility over key operations within Atlassian:

- Product Management - focuses on validating the demands of customers, provides insight and guidance around minimum viable product and user experience.
- People Operations (in partnership with the people leaders) - focuses on determining the right talent strategy to deliver against the needs of Atlassian. People team is responsible for talent acquisition and learning, total rewards and technology, and workplace experiences.
- Foundation - exists to harness the resources of Atlassian to champion organizations who believe that education is the key to eliminate disadvantage. This is accomplished by improving educational outcomes in developing countries, increasing skill-based volunteering and leveraging Atlassian's products.
- Legal - responsible for matters related to corporate development, privacy, general counsel operations, public relations, risk and compliance.

Attachment A - Atlassian Service Organization's Description of the Boundaries of Its Jira Align System

- Growth and Model - responsible for monitoring business trends, analytics, data engineering and data science.
- Finance - responsible for handling finance and accounting
- Chief Technology Officer (Technology Operations) - oversees Engineering, Security, Mobile, Ecosystem and Platform.
 - Head of Engineering, Software Teams oversees all operations for the products.
 - Development Manager:
 - Drives and improves product quality and innovation, team productivity, manages simultaneous projects in an agile fashion, customer satisfaction and product supportability.
 - Coordinate multiple streams of software development, involving multiple teams, geographic distribution and indirect reports.
 - Collaborate with Product Management by contributing to roadmaps, setting priorities, and providing estimates.
 - Collaborate with Customer Support to help ensure customer success and drive quality improvements.
 - Promote, define, refine, and enforce best practices and process improvements that fit Atlassian's agile methodology.
 - Provide visibility through metrics and project status reporting.
 - Set objectives for people and teams and holds them accountable.
 - Work with Recruitment to attract and hire outstanding individuals to create high performing balanced teams.
 - Lead by example and practice an inclusive management style.

**Attachment A - Atlassian Service Organization's
Description of the Boundaries of Its Jira Align System**

Complementary Subservice Organizations Controls

Atlassian Pty Ltd (“the Company” or “Atlassian”) uses Amazon Web Services (“AWS” or “subservice organization”) and Microsoft Azure (“Azure”) to provide physical safeguards, environmental safeguards, infrastructure support and management, and storage services. Atlassian uses Rackspace to provide infrastructure support and management.

The affected criteria are included below along with the expected minimum controls in place at the third parties.

Criteria	Service Organization	Controls
<p>CC6.1: The entity implements logical access security software, infrastructure, and architectures over protected information assets to protect them from security events to meet the entity's objectives.</p>	<p>Amazon Web Services (AWS)</p> <p>Microsoft Azure</p> <p>Rackspace</p>	<p>IT access above least privileged, including administrator access, is approved by appropriate personnel prior to access provisioning.</p> <p>IT access privileges are reviewed on a quarterly basis by appropriate personnel.</p> <p>User access to systems is revoked timely upon termination.</p> <p>Data is encrypted in transit in AWS and Microsoft Azure.</p>
<p>CC6.4: The entity restricts physical access to facilities and protected information assets (for example, data center facilities, back-up media storage, and other sensitive locations) to authorized</p>	<p>Amazon Web Services (AWS)</p>	<p>Physical access to the computer rooms, which house the entity's IT resources, servers, and related hardware, is restricted to authorized individuals through a badge access system or equivalent, and monitored by video surveillance.</p> <p>Requests for physical access privileges require management approval.</p> <p>Documented procedures exist for the identification and escalation of potential physical security breaches.</p> <p>Visitors must be signed in by an authorized workforce member before gaining entry and must be escorted at all times.</p>

**Attachment A - Atlassian Service Organization's
Description of the Boundaries of Its Jira Align System**

Criteria	Service Organization	Controls
personnel to meet the entity's objectives.	Microsoft Azure	<p>Procedures have been established to restrict physical access to the datacenter to authorized employees, vendors, contractors, and visitors.</p> <p>Security verification and check-in are required for personnel requiring temporary access to the interior datacenter facility including tour groups or visitors.</p> <p>Physical access to the datacenter is reviewed quarterly and verified by the Datacenter Management team.</p> <p>Physical access mechanisms (e.g., access card readers, biometric devices, man traps / portals, cages, locked cabinets) have been implemented and are administered to restrict access to authorized individuals.</p> <p>The datacenter facility is monitored 24x7 by security personnel.</p>
CC8.1: The entity authorizes, designs, develops or acquires, configures, documents, tests, approves, and implements changes to infrastructure, data, software, and procedures to meet its objectives.	Amazon Web Services (AWS) Microsoft Azure	Changes are authorized, tested, and approved prior to implementation.
A1.2: The entity authorizes, designs, develops or acquires, implements, operates, approves, maintains, and monitors environmental protections,	Amazon Web Services (AWS) Microsoft Azure	<p>Environmental protections have been installed including the following:</p> <ul style="list-style-type: none"> • Cooling systems • Battery and generator backups • Smoke detection • Dry pipe sprinklers <p>Environmental protection equipment receive maintenance on at least an annual basis.</p>

**Attachment A - Atlassian Service Organization's
Description of the Boundaries of Its Jira Align System**

Criteria	Service Organization	Controls
software, data back-up processes, and recovery infrastructure to meet its objectives.		

Management's monitoring control over sub-service providers

Due diligence procedures are in place upon engagement and at least annually for third-party service providers according to the Information Management Standard. The annual evaluation includes an assessment of the sub-service providers related SOC, ISO, Information Security Compliance Policies, response to Security & IT Questionnaire, or other attestation reports, as well as an impact analysis for any identified deficiencies.



Attachment B - Principal Service Commitments and System Requirements

Atlassian designs its processes and procedures related to the Jira Align system to meet its objectives for its scaled agile management tool. Those objectives are based on the service commitments that Atlassian makes to user entities, the laws and regulations that govern the provision of the Jira Align system and the financial, operational, and compliance requirements that Atlassian has established for the system.

Security, availability, and confidentiality commitments to user entities are documented and communicated in the terms of services within the sign-up page in Jira Align and through the Master Service Agreement (“MSA”) with other vendors and enterprise customers. The description of the service offering and the system delineating the boundaries and describing relevant components is documented on the Atlassian intranet and the customer-facing website. Security, availability, and confidentiality commitments are standardized and communicated to its customers via the Atlassian Trust Security Page. The security, availability, and confidentiality commitments include, but are not limited to, the following:

- **Operational Practices** - A range of security and confidentiality controls designed to address the security and confidentiality principles of the Jira Align system. Such security and confidentiality controls include permitting and restricting system users to access to customer data and the information they need based on their roles and responsibilities, while restricting them from accessing information not needed for their role.
- **Product Security** - A range of security controls Atlassian implement to keep the Jira Align system and customer’s data safe. This includes the use of encryption technologies to protect customer data at rest and in transit, and formal process to grant and revoke access to customer data.
- **Reliability and Availability** - Hosting data with Atlassian’s cloud hosting partners while focusing on product resilience to minimize downtime, as well as optimal performance with redundancy and failover options globally while maintaining multiple locations and availability zones.
- **Security Process** - A range of vulnerability and security processes to detect security and vulnerability issues, which allows Atlassian to address identified gaps as soon as possible to minimize impact.

Atlassian establishes operational requirements that support the achievement of security, availability, and confidentiality commitments, relevant laws and regulations, and other system requirements. Such requirements are communicated in Atlassian’s system policies and procedures, system design documentation, and contracts with customers. Information security policies define an organization-wide approach to how systems and data are protected. These include policies around how the service is designed and developed, how the system is operated, how the internal business systems and networks are managed, and how employees are hired and trained. In addition to these policies, standard operating procedures have been documented on how to carry out specific manual and automated processes required in the operation and development of the Jira Align system.