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1. PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment at the Company. These rules are in place to protect the employee and the Company. Inappropriate use exposes the Company to risks including virus attacks, compromise of the network systems and services, and legal issues.

2. SCOPE

This policy applies to all employees of PHN Industry Sdn. Bhd in all locations using the Computer Resources belonging to the Company.

3. DEFINITIONS

I.T – Information Technology department.

Computer Resources: Any computer equipment, including desktop and notebook computers, network infrastructure, Internet services, and software applications.

External Parties: Trainees, business partners, vendors, suppliers, technical support and consultants.

4. RESPONSIBILITY

IT is responsible to ensure all departments to understand the computerized systems which relate to quality, environmental, health & safety data control and requirements.

5. PROCEDURE

5.1 General Use and Ownership

- 5.1.1 Computing resources and facilities of the Company are property of the Company and shall be used for legitimate activity related to the performance of the duties and responsibilities of the users only.
- 5.1.2 Individuals and non-Company organizations using the Company’s computer resources to gain access to non-Company facilities must be cognizant of and observe the acceptable use policies of the Company at all times.
- 5.1.3 Use of Company computer resources for personal or commercial use outside the scope of the Company’s activities is prohibited.
- 5.1.4 Unauthorized viewing or use of another person’s computer files, programs or data is prohibited. All users should also be aware that all programs and all files are deemed to be the property of the Company, unless the individual has a written agreement signed by an appropriate representative or officer of the Company.
- 5.1.5 The Company reserves the right to monitor and record the usage of all facilities and equipment, and all software which is the property of the Company by ownership,

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lease, rent, sponsorship or subsidy, if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation, and as necessary to evaluate and maintain system efficiency. The Company has the right to use information gained in this way in disciplinary or criminal proceedings.

- 5.1.6 The Company reserves the right to audit the computer resources on a periodic basis to ensure compliance with this policy.
- 5.1.7 Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
- 5.1.8 The information in computerized system (Intranet or Internet) that defined by corporate confidentiality guidelines such as company private, corporate strategies, competitor sensitive, trade secret, specifications and research data shall be treat as confidential and shall not be disclosed to other parties.
- 5.1.9 All users are responsible of their own password and not to share with anyone else. Password must be kept secure and do not share accounts.
- 5.1.10 All hosts used by the employee that are connected to the Company's Internet/Intranet/Extranet, whether owned by the employee or the Company, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
- 5.1.11 The following activities are strictly prohibited, with no exceptions:
 - 5.1.11.1 Violations of the rights of any person or Company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Company.
 - 5.1.11.2 Unauthorized copying of copyrighted material and the installation of any copyrighted software for which the Company or the end-user does not have an active license is strictly prohibited.
 - 5.1.11.3 Introduction of malicious programs into the network or server (e.g., viruses, worms, trojan horses, e-mail bombs, etc.).
 - 5.1.11.4 Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 - 5.1.11.5 Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).



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5.1.11.6 Any form of harassment via email whether through language, frequency, or size of messages.

5.1.11.7 Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

5.1.11.8 Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Company and/or any of its employees.

5.1.11.9 Employees may also not attribute personal statements, opinions or beliefs to Company when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Company. Employees assume any and all risk associated with blogging.

5.1.12 Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. ATTACHMENT

- Please refer to attachment 1.0.



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ATTACHMENT 1.0

SURAT PENGAKUAN

NAMA :

NO PEKERJA :

SEKSYEN/JABATAN :

Saya dengan ini mengaku telah membaca dan memahami peruntukan-peruntukan di dalam Polisi Penerimaan Pengguna dan mengaku akan mematuhi sepenuhnya peruntukan-peruntukan ini. Saya juga faham bahawa saya boleh dikenakan tindakan tata tertib yang boleh membawa kepada penamatan perkhidmatan saya jika saya melanggar peraturan-peraturan yang digariskan di dalam polisi tersebut.

Tandatangan oleh :
(Nama :)
(Tarikh :)