

## USER ACCEPTANCE FORM

This Computer, Email, Internet Usage Policy applies to all employees of the company who have access to computer, email and the Internet to be used in the performance of their work. Use of the Internet by employees of this company is permitted and encouraged where such use supports the goals and objectives of the business.

All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

### Computer, email and internet usage

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- All Internet data that is composed, transmitted and/or received by the company's computer systems is considered to belong to the company and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
- The equipment, services and technology used to access the Internet are the property of the company and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- All sites and downloads may be monitored and/or blocked by the company, if they are deemed to be harmful and/or not productive to business
- The installation of software such as instant messaging technology is strictly prohibited.

Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

### The following are guidelines for Email usage:

- To prevent tarnishing the company public image.
- To prevent the unauthorized or inadvertent disclosure of sensitive company information. Staffs must exercise utmost caution when sending any email to an outside network.
- Staffs who receive any emails with any disruptive or offensive content should report the matter to MIS Manager immediately.
- It is stated in the company Rules and Regulation that staff are not allowed to disclose any company information.
- Staffs are made know that email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.
- DO NOT OPEN any email or attachments from anyone you don't know. Be suspicious about any attachment you were not expecting - even though it's from someone you know.

- DO NOT Double Click with any email or attachments of the following file extensions: .bat .com .exe .vbs
- CAUTION! When entering email addresses on web sites - examples of this include sites offering free electronic greeting cards and any other sites where you have to register in order to receive some information.

**Unacceptable use of the internet by employees includes, but is not limited to:**

- Staffs are not allowed to download copyrighted software from internet and installed in the equipment while in your custody.
- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via company's email service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization.

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

Should the company found any illegal software in your computer which you might have downloaded, the company will consider this as a serious offence which may lead to immediate termination and at the same time the company will hold you responsible for any compound or penalty imposed by the authority.

According to applicable Copyrights Act, regulations and person involved in the illegal reproduction of software will be subject to penalties including fines or imprisonment.

**User compliance**

I understand and will abide by this Computer, Email and Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken by HR Department.

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee signature**

\_\_\_\_\_  
**Date**