

	CONFIDENTIAL INFORMATION COMMITMENT IN USING ACCOUNT CREATED BY PERSONAL INFORMATION ON WORKING		No: 1-502	
			Version: 03	
			Date issued: 10/11/2023	
SUN ASTERISK VIET NAM CO., LTD			ISO/IEC 27001:2013&ISO 9001:2015	
Full name: Unit/Department: UM/LM name:				
Project name:				
System/Service/Tool name:				
Account information:				
Reason:				
Employees commit to using accounts with Company Domain sun-asterisk.com, sun-asterisk.vn or group mail provided by the Company on working. In case employees/ projects can not use accounts with Company domain for logging/ registering for work purpose, employee are just allowed to use accounts created by personal info only if clearly understand and sign the commitment to confirm the responsibilities and obligations. I hereby commit and undertake the contents below:				
DURING USING ACCOUNT CREATED BY PERSONAL INFO DUE TO THE SPECIFICITY OF THE WORK				
<ul style="list-style-type: none"> Employees commit to ensuring the confidentiality of project information/internal information. Do not disclose confidential information through personal accounts 				
<ul style="list-style-type: none"> Confidential information: Including but not limited to the following information: 				
<ul style="list-style-type: none"> - Information about the methods, action plans, development directions and business strategies of the Company 				
<ul style="list-style-type: none"> - Information about cooperation programs, training programs, sponsorship programs and other activities that the Company has been and will be implementing; 				
<ul style="list-style-type: none"> - Information about or related to partners and customers who have been and establish relationships with the Company, and potential partners and customers of the Company; 				
<ul style="list-style-type: none"> - Other information obtained during working from any source related to the Company's activities and relationships with its partners and customers; 				
<ul style="list-style-type: none"> - Information about licenses, projects, contracts, including contract content and attached appendices; 				
<ul style="list-style-type: none"> - Information related to internal situation, finances, and personnel of the Company 				
<ul style="list-style-type: none"> - Email, login accounts (ID/user), passwords, account to access the platform for work are provided by the Company and use for work purposes only or other purposes as requested/indicated by the Company; 				
<ul style="list-style-type: none"> - Phone numbers are provided by the Company and use for business purposes only or other purposes as requested/indicated by the Company; 				
<ul style="list-style-type: none"> - Informations that the Company is responsible for keeping confidential according to agreements, commitments or legal regulations with relevant parties; 				
<ul style="list-style-type: none"> - Other information notified or regulated by the Company as confidential Information in any form or understood as confidential Information according to common understanding; 				
<ul style="list-style-type: none"> - This confidential information is displayed or saved in any form, including the following formats: documents, files, emails, images, software codes... confidential information is understood and implemented according to current regulations of Vietnamese law and international practices (in cases where Vietnamese law does not have regulations). 				
<ul style="list-style-type: none"> Employees commit to ensuring that devices using personal accounts to login regulatory compliance with software installation regulations. 				
<ul style="list-style-type: none"> - Note: Be careful not to click on links with malwares.. 				
<ul style="list-style-type: none"> In case of breaking any commitment in this document, I will be fully responsible for resolving the consequence and accept any treatment in accordance with the current law. 				
<ul style="list-style-type: none"> This commitment is signed once time and valid during the period when employees are working and using personal devices to access to the local network in the Company. 				
<div style="text-align: center;"> Ha Noi / Da Nang/ Ho Chi Minh, day month year Employee <i>(Signature and full name)</i> </div>				