Guidelines on the Use of Legitimate Software
Philkoei International Inc.

These guidelines contain the standard policy and safeguards observed by the company in ensuring the use of legitimate software and compliance with relevant Intellectual Property laws and regulations. The implementation of these guidelines is being carried out by the company's Information Technology (IT) personnel, consisting of one (1) IT Administrator and one (1) IT Assistant.

Purchasing

- Information Technology (IT) personnel shall provide the list of software that needs to be purchased and its specifications based on the current requirements.

- If new computer equipments are purchased, IT personnel shall see to it that the computer unit has licensed operating system (O.S.) included in the purchase.

- Other licensed software like office productivity suites and special software like CAD and other engineering software are also included in the purchase of new computer equipments, especially if the user has the approval from his/her department to use such software.

Implementation and Monitoring

- Microsoft O.S. Licensed cd-key stickers are attached to a conspicuous place on each desktop and laptop unit.

- IT personnel maintain an updated software inventory list of all software purchased by the company.

- In the absence of a licensed software which is needed immediately, a trial version (if exists) may be installed by an IT personnel and should be removed/un-installed on or before the trial duration ends. The IT personnel should recommend a software purchase if the software is still needed after the trial duration ends.

- Open-source software is also practiced and used provided that the user is familiar in using such software, including its limitations and terms of usage.

- IT personnel and the management also provide regular reminders on all computer users of Philkoei International Inc. that the use of pirated software is not allowed in Philkoei offices and all project offices.

Disposal

- IT personnel shall remove and uninstall all licensed software installed on a computer unit subject for disposal.

- IT personnel shall ensure that all data files are backed-up and removed from the hard disk drives from the computer unit.