II. CONTENT

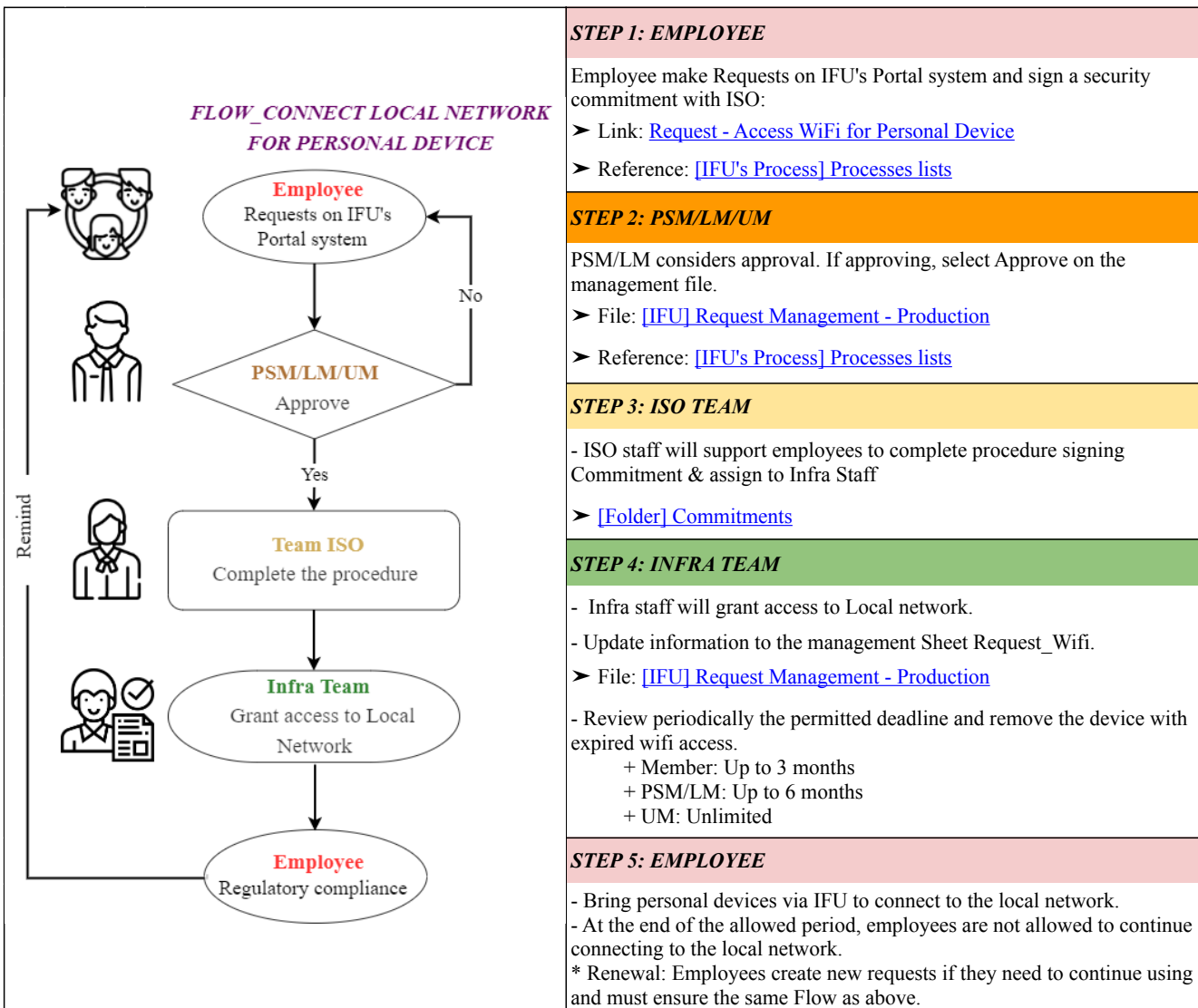### 1. GUIDELINES FOR CONNECTING TO LOCAL NETWORK IN COMPANY

1.1 GUIDELINES FOR CONNECTING COMPANY'S DEVICE TO WIRED NETWORK

- All employees using Company's devices are allowed to use the wired network in the Company.

- In case that employees want to use personal devices and connect to Company's networks, It's required to comply with the regulation in section *"1.3 Guidelines for using Personal devices in Company and connecting to Local network"* (except Intern staff working in Handico office and Laboratory office)

1.2 GUIDELINES FOR CONNECTING COMPANY'S DEVICE TO WIFF STAFF

- All employees using Company's devices, test equipment in the project are actively updated by IFU MAC access and granted access to the Wifi Staff
- Applicable to all offices of Sun* (Hanoi, Da Nang, Ho Chi Minh)

1.3 GUIDELINES FOR CONNECTING PERSONAL DEVICE TO LOCAL NETWORK

FLOW_CONNECT LOCAL NETWORK FOR PERSONAL DEVICE	**STEP 1: EMPLOYEE**
	Employee make Requests on IFU's Portal system and sign a security commitment with ISO: ➤ Link: Request - Access WiFi for Personal Device ➤ Reference: [IFU's Process] Processes lists
	STEP 2: PSM/LM/UM
	PSM/LM considers approval. If approving, select Approve on the management file. ➤ File: [IFU] Request Management - Production ➤ Reference: [IFU's Process] Processes lists
	STEP 3: ISO TEAM
	- ISO staff will support employees to complete procedure signing Commitment & assign to Infra Staff ➤ [Folder] Commitments
	STEP 4: INFRA TEAM

	- Infra staff will grant access to Local network.
	- Update information to the management Sheet Request_Wifi.
	➤ File: [IFU] Request Management - Production
	- Review periodically the permitted deadline and remove the device with expired wifi access.
	    + Member: Up to 3 months
	    + PSM/LM: Up to 6 months
	    + UM: Unlimited

	STEP 5: EMPLOYEE
	- Bring personal devices via IFU to connect to the local network. - At the end of the allowed period, employees are not allowed to continue connecting to the local network. * Renewal: Employees create new requests if they need to continue using and must ensure the same Flow as above.

➤ **Note:** With employees' personal devices being approved to use on working will need to fully comply with the same requirements as Company equipment:
+ The IFU will format the entire device, reinstall it;
+ The IFU will join domain for device;
+ AntiVirus is required;
+ Periodically scan the installed software acccording to Company's regulation;