

	<b>COMMITMENT FOR THE PROCESS OF INSTALLING, ACTING THE HIGH RISK SOFTWARES/ UNPERMITTED BEHAVIOURS IN THE COMPANY</b>	No: BM-BOD-07-07 Version: 02 Date issued: 01/12/2020
SUN ASTERISK VIETNAM CO., LTD	ISO/IEC 27001:2013 & ISO 9001:2015	

Name: ..... Division: .....

Softwares for request:  
.....

Reasons: .....

Expiration date : ...../ .....

Devices for request	Code No (company's equipment) / Serial No (personal equipment)
.....	.....
.....	.....
.....	.....
.....	.....
Duration of validity:	<input type="checkbox"/> ..... day(s)/ month(s) <input type="checkbox"/> permanent approval

Employee who is provided Company's defined list of (types) high risk software installation rights (This list will be updated periodically) only if Employee understands clearly and signs relevant commitments to confirm their duties and responsibilities.

I hereby commits to the content below:

- Commit to taking full responsibilities for ensuring the term that indicated in the Information Security commitment signed on the first day of working in company;
- Commit searching and understanding the risk and the impact of installing & using the software requested in this commitment;
- Commit to ensuring the safety of confidential information in the request devices; not to sharing any important information on the Internet .
- Commit to obeying the Company's Information Security Regulations:  
Reference the following:
  - Employees using Windows OS, MAC OS, Ubuntu OS have to install Anti Virus and enable Firewall;  
When using Company's computer/laptop or Personal devices which are permitted to connect local network,
  - employees are not allowed to disable, remove or change VPN setting  
and the settings of secure software such as encryption software: anti-virus software, firewalls...
  - Employees are unpermitted to reinstall, upgrade operating system or install other operating systems.  
Be careful on clicking unsecured links
  - (In case, the devices have the abnormal signal, employee must immediately disconnect and notify ITA's staff)
- Commit to uninstalling the requested software immediately after the duration mentioned above expires;
- In case having any damage occurred due to wrong use of the software or violation of the provisions of this commitment, I will accept treatment in accordance with the current law.

Ha Noi / Da Nang/ Ho Chi Minh, day ..... month ..... year .....  
Employee