

	CONFIDENTIAL INFORMATION COMMITMENT IN REMOTE ACCESS (VPN)	No: BM-2-800-01
		Version: 06
		Date issued: 02/08/2021
SUN ASTERISK VIETNAM CO., LTD		ISO/IEC 27001:2013 & ISO 9001:2015

Full name: Unit/Department:.....
 Registration time: Form.....To.....

Project name:	
Reason:	

Employees provide remote access only when employee understand the content and complete signing this confidentiality.

In addition to ensuring full responsibility & commitment to the contents of the Labor Contract signed on the first working day, employees commit to correctly implement the following contents:

DURING WORKING, REMOTE ACCESS (VPN)

- Employees commit to providing accurate information for the process in remote access.
- Employees commit to ensuring the confidentiality of the information provided for the process of remote working (accounts, password, log-in process..) and not to disclosing to unrelated people.
- Employees commit to ensuring minimum requirements for remote working, remote access in order to ensure information security on devices:
 - Protect devices and access from malware. Install Anti Virus and enable Firewall for all operating systems (*Windows, MAC, Ubuntu*);
 - Don't disable, remove or change VPN settings, security software such as encryption software, antivirus software, firewall,...;
 - Comply with regulations on software installation and usage;
 - Comply with regulations on data storage and backup data on the system;
 - Comply with Company Security Information procedures , also be responsible for implementing requirements when requested;
 - Limit remote access in the public places or not being secure in terms of network security: cafe shop, internet shop...

Employees pay attention to clicking on links that are no assurance.

In case you have report that the device shows signs of instability (virus infection....), disconnect from the network and notify IFU staff immediately.

- 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 curent law.
- **This commitment is signed once time and valid during the period when employees are working and granted with remotely access right (VPN) in the Company.**

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

Employee

(Signature and full name)