



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP EMPLOYEES
From : Human Resources and Admin Division
Date : March 2, 2015
Cc : AMB/MOC/MANCOM
Subject : CORPORATE INTERNET, EMAIL and EQUIPMENT POLICY
Ref./Rev : HRD-2015-001/Rev-000

1. SOFTWARE ACCESS PROCEDURE

Software needed, in addition to the Microsoft Office suite of products already installed in computers and PCs, must be authorized by immediate superior and installed by the EDP. If employee need access to software, not currently on the Company network, employee must seek permission from your immediate superior who will give clearance to EDP to allow access by employee.

2. COMPANY OWNED EQUIPMENT/USE OF COMPANY RESOURCES

Any device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers, and iPads that the Company provides for employee use, should only be used for Company business. The Company owns the devices and the information in these devices. If employee leaves the Company for any reason, the Company will require that employee return the equipment with data intact on employee's last day of work.

3. INTERNET USE

Internet use, on Company time, is authorized to conduct Company business only. Under no circumstances may Company owned computers or other electronic equipment, including devices owned by the employee, be used on Company time, to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Employees may not use the company's Internet connection to download games, videos or other entertainment software, including wallpaper and screen savers, or to play games over the Internet. Doing so can lead to disciplinary action up to and including termination of employment.

The Company has the right, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring internet use of its employees. If employee, for official purpose, need access to website, not currently on the Company network, employee must seek permission from your immediate superior who will give clearance to EDP to allow access by employee.

4. USE OF SOCIAL MEDIA

Other than use for official company related activities i.e. outreach for recruitment, legitimate marketing and sales activities, undue use of social media during office hours is not allowed.



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Additionally, employees are prohibited from sharing any confidential or protected information that belongs to or is about the Company. Employees are strongly encouraged not to participate in discussions or share disparaging information that places the Company or co-workers in an unfavorable light. The Company's reputation and brand should be protected by all employees. In social media participation from work devices or during working hours, social media content that discriminates against any protected classification including age, race, color, religion, sex, national origin, disability, or genetic information is prohibited. Any employee, who participates in social media, who violates this policy will be dealt with according to the Company's Code of Discipline.

5. EMAIL USAGE

Email is to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. Employees are also not to conduct personal business using the Company computer or email. Viewing pornography, or sending pornographic jokes or stories via email, is considered a violation and will result in disciplinary action that may lead to employment termination.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner.


Any email content that discriminates against any protected classification including age, race, color, religion, sex, national origin, disability, or genetic information is prohibited. Any employee who sends email that violates this policy will be dealt with according to the Company's Code of Discipline.

The Company owns any communication sent via email or that is stored on company equipment and reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee.

This policy takes effect immediately.

For your guidance/strict compliance.

Approved by:


JACKY E. QUINTOS
Chief Operating Officer

Handwritten notes and signatures:
On 3.4.15
Mktg. Copies
3.5.15
3 copies
3/4/15 (eng)
50 pcs
3/4/15
Finance 45 pcs
MAR 04 2015
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