



September 08, 2023

Control No. IT2023-017

To : All Employees
From : IT Department
Subject : Strict usage of the internet and applications

As we strive to maintain a secure and productive work environment, we are implementing a stricter Internet Usage Policy, effective immediately. This memo is to ensure the responsible and efficient use of our company's internet resources.

Purpose of Internet Usage: Our company's internet connection is primarily intended for work-related tasks. While we understand occasional personal use is inevitable, excessive non-work-related internet usage can impact overall productivity and compromise our network's performance.

Prohibited Content: 1. Social Media - Facebook, Youtube, instagram, tiktok, kumu, twitter, bigo live, lyka, tinder, threads and other similar sites.

2. Streaming websites and Applications – Netflix, HBO Go, Prime video, Loklok, bilibili, Viu, Disney plus, Vivamax, Crunchyroll and other similar sites.

3. Downloading, movies, games or distributing any content that is illegal, offensive, discriminatory, or violates company policies is strictly prohibited.

Software and App Downloads: Downloading and installing software or apps that are not work-related without prior authorization is prohibited. Unauthorized software can pose security risks to our company's network.

Consequences of Violation: Any employee who will be caught accessing will be charge accordingly violation in line with prescribed code of conduct. Violating of this Internet Usage Policy may result in disciplinary action, up to and including termination of employment. Additionally, repeated violations may result in restricted internet access or loss of network privileges.

Monitoring: Please be aware that our company reserves the right to monitor internet usage and network traffic to ensure compliance with this policy and maintain network security.

In addition to safeguarding the integrity of our network resources, implementing a tougher Internet Usage Policy will assist us in maintaining a safe and productive work environment.

If you have any questions or concerns regarding this policy or need clarification on any aspect of it, please feel free to reach out to the IT department for assistance.

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