**General rules**

1. ***ISMS Manager:***

* ISMS manager is elected by General Director every April.
* If ISMS manager is not in the office, General Manager will become ISMS leader instead.

1. ***Incident report:***

* When security incident happens, report to ISMS manager ASAP.
* You don’t have to hide the incident, even if it’s your mistake. If you report ASAP, you don’t have to pay penalty

1. ***Bring out data:***

* Taking out laptop outside office is prohibited.

1. ***Guest escort:***

* When guest comes, confirm his/her name with the manager
* Write down guest’s name to guest list at the reception
* IBS Vietnam employees have to escort guest
* Don’t tell password of the door

1. ***Employee card:***

* Admin provide employee card to new employee
* Put on your card during working hours
* Keep your card carefully

1. ***ISMS test:***

* Discuss about ISMS with colleagues twice a year (June/December) and unscheduled
* Do ISMS test every half year (before evaluation interview)
* Read this document monthly