

IT POLICY

The use of **INFINECS SYSTEMS SDN BHD** electronic systems, including computers, fax machines, copiers, phone and all forms of Internet/Intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the Company or otherwise violate this policy.

1. Use of **INFINECS SYSTEMS SDN BHD** computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

Electronic Mail and Message

- Sending chain letters or participating in any way in the creation or transmission unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms;
- Misrepresenting oneself or the Company;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, or receiving, pornographic materials;
- Becoming involved in partisan politics;

Internet Access and Network System

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Accessing to pornographic videos, and materials;
- Becoming involved in partisan politics;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;

Company's Data and Confidential Information

- Making unauthorized copies of **INFINECS SYSTEMS SDN BHD** files or other Company data;
- Destroying, deleting, erasing, or concealing Company files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of Company systems;

2. **INFINECS SYSTEMS SDN BHD** and our client spend considerable resources to develop and maintain assets used for the company's business. Company have a responsibility to comply with all procedures that protect the value of client's assets, including physical assets, information, client's brands, and its name and reputation, and to protect confidential information customers and others have entrusted to us.

a. Protecting Company and Client's Physical Assets

Physical assets include facilities, equipment, computer, laptop, communication systems and other IP assets. **INFINECS SYSTEMS SDN BHD** are to use these assets primarily for business. As a narrow exception, Company may use computer and communications systems for reasonable, personal use. We need to follow applicable security and use procedures to protect the client's physical assets from theft, loss, damage, and misuse, including unauthorized access. Report the theft, loss, damage, or misuse of company and client's physical assets to person in charge as soon as possible.

While we respect employee privacy, we should not assume that our desk, cubicle, or use of compute devices or telephone equipment is private or confidential. Subject to local laws and under the guidance of Legal, client may search and review both incoming and outgoing communications and all device information, including any password-protected employee communications. Improper disclosure of client or third-party IP assets is a terminable offence, and this is considered as major misconduct whereby **INFINECS SYSTEMS SDN BHD** have the rights to take disciplinary action on employee.

Please ensure

- ***Practice Clean Desk. Not to leave any physical assets overnight at client's premises***
- ***Lock all the IP assets at client's premises after business hour and after you have gone home***
- ***To follow and obey the client's compliance for safety and information security purpose***

b. Protecting Confidential Information

Each of us has a responsibility to protect and not to leak client's confidential information or the confidential information of our customers and business partners and must not disclose or use this information without clear authorization. Physical assets and documents must be handled in compliance with information security policies. Improper disclosure of client confidential information is a terminable offence, subject to applicable local law and disciplinary action will be taken towards employee.

3. Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

INFINECS SYSTEMS SDN BHD owns the rights to all data and files in any computer, network, or other information system used in the Company and to all data and files sent or received using any company system or using the Company's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. **INFINECS SYSTEMS SDN BHD** also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.

Employees must be aware that the electronic mail messages sent and received using Company equipment or Company-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. **INFINECS SYSTEMS SDN BHD** has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with Company policies and Malaysia Law. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

4. Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and **INFINECS SYSTEMS SDN BHD** rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

INFINECS SYSTEMS SDN BHD's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the Malaysian' laws and regulations or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

*All terms and conditions as stated in this document are applicable to all users of **INFINECS SYSTEMS SDN BHD** network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by **INFINECS SYSTEMS SDN BHD**.*

I, _____ (NRIC/Passport No _____)
have read and fully understand the IT policy of **INFINECS SYSTEMS SDN. BHD**.

Employee's Signature : _____

Employee's Name : _____

Date : _____