ASTI Holdings Limited

Electronic Information Request

To be completed by Requestor

*** Please tick your respective Company / Subsidiary**

☐ **ASTI** **Telford** ☐ **ASA**

☐ **Emerald** ☐ **Others:** _____

Name* _____ Employee No* _____ Department* _____

Display Name* _____ Date Joined* _____ Country* _____

Job Title* _____ Contract End _____ Phone No _____
(Contract staff only)

* The asterisks (*) indicate required fields. Please underline **surname**.

Network Accounts

☐ E-mail _____ (Username)

☐ Domain _____ (Username)

☐ FTP / ☐ VPN _____ (Username)

File Server

☐ Server Name _____ (Server name)

☐ Server Directory _____ (Server folder Name)

☐ Create / Delete Directory _____

☐ Grant / Revoke Access Rights ☐ Read ☐ Write ☐ Modify

Remarks _____

_____

*I, _____ have read and understood ASTI *Guidelines to Appropriate Use of Network Resources*.

_____
(Signature / Date)

Approvals

Immediate Supervisor _____ (Name / Signature / Date)

Department Head _____ (Name / Signature / Date)

VP Finance / Group Administrative Officer (GAO) _____ (Name / Signature / Date)

To be completed by Corporate IT

Actions taken ☐ As above ☐ Others

_____

IT Person _____ (Name / Signature / Date)

Guidelines to Appropriate Use of Network Resources

P o l i c y & P r o c e d u r e s

Overview

This document is written for the users of ASTI & its subsidiaries computing, network and communication resources, specifically addressing the proper use of these services. Users must understand their responsibilities and the company's need to protect all information that is available.

Use of Resources

Users, defined as employees of ASTI, its subsidiaries, and other individuals authorized to use ASTI computing and communication networks, must act responsibly when using business assets. This application includes tangible objects such as people, computer hardware, and data. Examples of intangibles are business processes and working environment.

Users are given access to the computer resources and network to perform assigned jobs. These services are secured for business and confidentiality purposes. Users, however, should not have an expectation of personal privacy in anything they create, store, send and receive on the computer system. Without prior notice, ASTI may review any information on the network.

Usage of computer resources for any of these activities is strictly prohibited:

- Send, receive, download, display, print or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, or defamatory.
- Post or transmit any information or software that contains a virus, worm, Trojan horse or other malicious software.
- Waste computer resources by sending mass mailings or chain letters, spending excessive time on the Internet, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic.
- Attempting to gain access to any computer system connected to the Intranet or Internet without authorization by the owner of the computer system.
- Using software in violation of a license agreement or copyright.
- Violating any state, federal, or international law.

Authentication and Authorization

Authentication pertains to users identifying themselves with specified credentials, such as username and a password. Authorization refers to the subsequent access rights to which the successfully identified person has privileges.

The user shall protect the secrecy of the password assigned to him at all times. He shall ensure that the password should not be revealed or disclosed in any manner to another person. To enforce secure passwords, users should follow the set of rules (as defined in Appendix B under E-Notice section in our corporate email public – ASTI Software Asset Policy) for password selection. To prevent an intruder, who has guessed a password to lose access to any information he may have obtained, the password should also be changed periodically.

A user should only use his/her own account and password to access any services provided on the network.

ASTI Rights

The management reserves the rights to take appropriate disciplinary action against employees and others who abuse or misuse the resources.

Should you have any questions on the conditions mentioned, please contact the Human Resource Manager or your respective Business Director.