

66/01/18 -1

Exp: 05/17/19

Process Owner: IT Operations	FORM	F-ITO-SEC-1.1
	Security Exception Request	

Items I, II, III, IV, V, VI to be accomplished by the IT Operations
 Items VII, VIII, IX to be accomplished by Requesting Business Unit

I. Request Information		
Requesting Business Unit	Quora	
Requestor	Myka Florendo	
Date Requested	June 1, 2018	Time: 8:55am
Date Required	June 1, 2018	
Receiving IT Operations Personnel	Marlon De Guzman	

II. Detailed Request Information
<p>Request: Remove the restrictions for the pod 9(st.49 - 54) for the agents of Quora Proposed validity of request: May 17, 2018 – May 17, 2019 (365 days) IP: 172.18.5.[25-30], 172.18.5.[43-48], Location: 8th floor</p>

III. Impact of the request fulfillment (Brief Description)
<p>IT Operations Infrastructure: Desktop Computer, Web Browsers installed in PC</p> <p>IT Security Infrastructure: Firewall</p> <p>IT Operations Security Policy: 5.2 Internet Usage Policy under PPM-ITO-SEC-1.0 - Corporate Information Security Policies</p>

IV. Potential IT/Operational Risk
<p>Denial of Service due to bandwidth congestion. Loss and leakage of sensitive information through computer malware infection, unauthorized information distribution.</p>

V. Risk Response Method to be used
<ol style="list-style-type: none"> Accept the risks associated to allowing access in all websites including video streaming. Mitigate malware related risks: <ol style="list-style-type: none"> Commercial antivirus software shall be installed per computer. Operations personnel must agree to the 100% availability of monitoring tools in

Process Owner: IT Operations	FORM	F-ITO-SEC-1.1
	Security Exception Request	

all the desktop computers indicated in this request.

c. Browser history settings cannot be deleted without due authorization and IT administrator intervention.

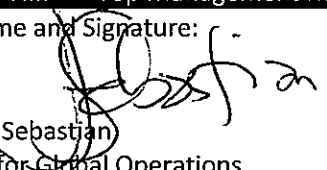
d. Use of private browsing and/or incognito mode will be disabled.

3. This seatplan will be implemented:

VI. IT Operations Endorsement	
Name and Signature:	Date:
Marlon De Guzman/Rynel Yanes	June 1, 2018

VII. Business Justification and validity period of security exception
<p>The i18n team is handling 18 queues (17 moderation queues, 1 translation queue) with different policies. In the moderation queues, the reviewers are required to review attached links, images, or videos to verify if it follows Quora's policies.</p> <p>We need permanent access to the following categories Potentially Liable, Adult / Mature Content, Bandwidth Consuming (Streaming Media ONLY, e.i., YouTube), General Interest - Personal, General Interest - Business, and Unrated.</p>

Process Owner: IT Operations	FORM	F-ITO-SEC-1.1
	<i>Security Exception Request</i>	

VIII. Top Management Representative Approval	
Name and Signature:  Joy Sebastian VP for Global Operations	Date: June 1, 2018

IX. Information Security Team Approval (If applicable)	
Name and Signature:	Date: