

Lam Construction Group

Information Technology Manual	Document No. : IT 0210
Rules & Regulations of Using Computers	

Revision Record

Revision No.	Date	Description of Changes	Prepared (Porsia Yu)	Reviewed (Porsia Yu)	Approved (Peter Lee)
--	1-3-98	New Issue	Porsia Yu	Porsia Yu	Peter Lee
A	7-12-98	1) R8 revised 2) Add R17, R18, R19 & R20	Porsia Yu	Porsia Yu	Peter Lee
B	15-2-00	1) R8, R10 revised 2) R7 erased	Porsia Yu	Porsia Yu	Peter Lee
C	10-4-00	1) Introduction rewritten 2) R4, R16, R20 revised 3) Add R21 and R22	Porsia Yu	Porsia Yu	Peter Lee
D	11-12-05	1) R10, R22 revised 2) Add R23	Porsia Yu	Porsia Yu	Peter Lee
E	05-12-11	1) R3, R5, R6, R8 revised	Porsia Yu	Porsia Yu	Peter Lee

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(A) General

- (a) It is the policy of our Company to use licensed computer software.
- (b) Unauthorized computer software has to be removed from the Company computer.
- (c) The type of software to be installed in a set of computer will depend on the actual need of the staff concerned. Any software may be removed from a computer in case that the staff using that computer has lost the need of use due to change of his/her job description.
- (d) The Operating System of Microsoft Windows xx, Word processing and spreadsheet software is standard software program installed in a Company computer. Installation of any other computer software program other than the standard software program without the recommendation from the IT Controller and the approval of the EVP, Group Services is disallowed and strictly prohibited.
- (e) Staff should apply through the IT Controller for computer software other the aforesaid standard software program. Prior approval form the EVP, Group Services is also required for any purchase of computer hardware including printers. Computer hardware and software requisition form is available from the IT Controller.
- (f) The IT Controller administers this rules and regulations as well as the entire computer hardware and software including information technology management. The IT Controller is responsible to make recommendation to the EVP, Group Services on any change of these rules and regulations and on any aspect relating to computer hardware and software including information technology management. The IT Controller will not entertain any personal request on any affair relating to the use of computer from any staff without prior written approval from the EVP, Group Services.
- (g) The EVP, Group Services is responsible to approve, if considered appropriate, any change of these rules and regulations and any application from staff relating to computer hardware and software including information technology management.
- (h) Any kind of Company data is private property of the Company.

(B) Rules and Regulations

Every staff is required to observe the following rules and regulations on using computer:-

- R1. Every staff should make clear that he/she is fully committed to use licensed software and we also stress that unauthorized software duplication is a serious offence and is against the law as well as company policy.

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- R2. Duplication of licensed software for any reason, other than backup or archival purpose, is not allowed.
- R3. All Staff are not allowed to apply “passwords” for Company files. In case of need, the Department Head / IT Controller must be informed.
- R4. In order to protect Company’s property, staff must not, without prior written approval from the directors, deliver any computer software or Company data to any third party, including but not limited to clients or consultants. Any staff that is found of violating these rules and regulations would be subject to disciplinary action imposed by the Company.
- R5. The purpose of CD / DVD / Memory stick are for data “back-up” only, you should store your data in your hard disk because the hard disk is the most reliable means of storage. Should you need to transfer files or data to your colleagues, please use Data Server / E-mail instead.
- R6. Any diskette received should be scanned by anti-virus software before use. No diskette of dubious origin can be used in our Company.
- R7. For the purpose of data sharing, the following Dept.’s data have to be stored in the Data Server, a) Geo_SI b)Accounting Department c)H.R. Department, and back up should be done accordingly.
- R8. Please keep your computer clean and free from moisture.
- R9. You need to shut down Windows before you turn off or restart your computer. That way you can be sure your work is saved to your hard disk.
- R10. Please turn off your computer in order to save energy, to prolong its useful life and to protect against the risk of fire:-
(a) The whole set of computer, especially the monitor, should be turned off when not in use.
(b) In case that your computer is required to work for extended hours without your presence, you should turn off the monitor before you leave the office.
- R11. To avoid damaging files, always shut down Windows before you turn off your computer.
- R12. When moving workstation, please handle the computer with great care. The IT Controller has to be informed and consulted before the proposed move.

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- R13. Any recommendations or acquisition of computers or related accessories should be issued by IT Controller and passed to EVP, Group Services for approval.
- R14. Spot check will be carried out in fixed interval.
- R15. Any constructive suggestion on computer affairs is welcomed and can be delivered direct to the IT Controller in writing. Where found appropriate, the IT Controller will prepare written recommendation to the EVP, Group Services for further consideration.
- R16. All Staff are not allowed to open any web message, especially those web with graphic, which comes from less reputable source or unknown source. If you wish to open such web, you must obtain written permission from the IT Controller.
- R17. Downloading of files from the web page must come from reputable sources. Otherwise, you must obtain written permission from the IT Controller.
- R18. Unauthorised access to web messages from less reputable sources or unknown sources will be subject to disciplinary actions from the Company.
- R19. Staffs are not allowed, at the Company's expense, to visit web sites, which are not related to their job descriptions and/or for their own purposes. Staffs using working hours to visit web sites have to obtain prior written approval from the EVP, Group Services. Web sites visiting application forms can be obtained from the IT Controller.
- R20. A logging record detailing each authorized web site user's web site visits will be kept and is subject to management's periodic review. The management may make enquiry on suspicious web site visit(s).
- R21. Staffs should only use the Company's internet and e-mail for job related affairs. "Job related," means the scope of work that is within the job description of the staff. Any abusive use of the internet installed will attract disciplinary action imposed by the Company.
- R22. A logging record detailing each authorized e-mail user's e-mail record will be kept and is subject to management's periodic review.

IT Controller will be responsible for all affairs of IT/Computer. If you have any questions, please do not hesitate to contact IT Controller.

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