



**LEI SHING HONG LIMITED**  
**INTERNET USER POLICY**

<b>Version</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>	<b>Effective Date</b>
1	Corporate MIS	K.H. Kai	K.S. Gan	2006-04-10
2	Corporate IT	Kevin Yick / Kai-Uwe Seidenfuss	K.S. Gan	2020-06-22

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## **Objective**

The LSH group recognizes the business opportunities and the communication needs by using internet. However, the internet is a largely unregulated medium for business and communication and as such it is the interest of the LSH group to document the policy to guide its usage by all employees.

The purpose of this policy is to specify the basic guidelines for all employees to use the LSH internet.

## **Applicability**

This policy is applicable to all internet users of the LSH group of companies.

## **Responsibilities**

All users are required to comply with the rules stated in this policy.

## **Access**

Access to the internet using LSH computers may only be gained through LSH's Local Area Network (LAN) and Wide Area Network (WAN). These accesses must go through LSH's firewall as the interface between LSH's network and the internet. Access by other means, such as modem, may only be made using a stand-alone computer after approval by the local IT manager.

## **Use**

Users using the internet are responsible for ensuring the followings:

- The use complies with this policy or any other requirements and guidelines issued by their local management.
- The use is in accordance with all laws and regulations (e.g. intellectual property rights such as copyright and trademark).
- The use is for a business purpose. Use of private purpose is not permitted.

## **Information and Confidentiality**

Users are reminded that communication on the internet is not simply party-to-party but also potentially accessible by the public. Information that is not otherwise made public should not be communicated through the internet. Users shall at all times protect confidential information relating to the business and affairs of the group from disclosure to unauthorized parties.

Where appropriate, proprietary or sensitive information exchange over the internet should be encrypted according to protocols agreed with the third party and in accordance with local laws relating to encryption. Any commercial exchanges using the internet must be made in accordance with group or company policies issued relating to commercial use of the internet.

General publicity and information placed on internet websites of the LSH group of companies or other external servers will require prior authorization of Group Managing Director or by persons designated by him in writing.

## **Correspondence**

All communication over the internet using LSH computers and networks are the property of LSH and not the employees. This includes but not limited to all electronic

mails (emails). Accordingly, users are reminded to maintain standards of identity and presentation appropriate to public correspondence. Language and images that can be construed as biased, sexist, racist, harassing, or stressful to LSH employees, clients, business partners and others must be avoided at all times.

## **Security**

Users must follow the following security guidelines:

- Files downloaded from internet must be scanned for viruses prior to use.
- User should not place personal information (e.g. credit card and bank information) on the internet.
- Users shall not use false means (e.g. using another person's ID and password) to access services or otherwise illegally seek to access services or information.
- Unauthorized download, upload, distribution of unlicensed software or file sharing software that is not specifically used for conducting business is prohibited.
- Do not execute mobile code or software downloaded from the internet unless the code is from a known and trusted source.

## **Prohibited Usage**

Unacceptable use of the internet by employees includes, but is not limited to:

- Download and install any risky procedures such as but not limited to exe, com, bat.
- Transmission of any proprietary, confidential, or otherwise sensitive information to any unauthorized parties.
- Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, patent rights, or other intellectual property of any person or organization.
- Download, view or distribute any kind of offensive content including pornography or other sexually explicit materials.
- Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, or harassing material.
- The conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.
- Participate in any political activities or transmit any political materials online.
- Propagate any virus, malware, malicious code, worm, Trojan horse, trap-door program code, etc.
- Send or post chain letters, solicitations, or advertisements not related to business purposes or activities.
- Watch and listen to any non-work related streaming video and audio online.
- Play any games online or download any computer games.
- Any form of gambling.
- Unauthorized access, including hacking or sending harassing messages to other computer users.
- Any act that would breach the relevant data privacy laws and/or any other applicable laws.

LSH reserves the right to monitor communications made by users through the internet.