LEI SHING HONG LIMITED

DOWNLOAD POLICY

Version	Prepared by	Reviewed by	Approved by	Effective Date
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

Policy Statement
All employees of the LSH group of companies must follow the policy guidelines:
- The downloaded file does not subject the company to potential liability.
- The downloaded application, tool, or template must be approved by Corporate/local IT.
- The download is from a reliable source.
- The download enhances the employee productivity.

Objective
To set guidelines in an effort to clarify the type and nature of files that employees are allowed to download from third party sources onto their local computers (desktops, notebooks, mobile devices, etc.)

Common Downloads
Some downloads are chargeable while it is free for evaluation for a period of time. Users must ensure that only duly licensed software is allowed to be used in the LSH group of companies. Some files are necessary to view the downloaded files:
- **Adobe Acrobat Reader, Adobe Reader**
  Users use this download to view PDF files.

- **Microsoft Windows Media Player**
  Employees can use this application to listen to music and view streaming media on their computers. Users must take care not to adversely affect other workers and will, for example, keep the volume of the music and other media played on this application within reasonable levels, if they are located in an office.

Prohibited Downloads
No software other than the above mentioned is allowed to be downloaded unless approved by Corporate/local IT. Unauthorized downloading of software may breach the copyright or license agreement, could introduce a computer virus to the system, and is a breach of the company's Internet User Policy.

Some examples of prohibited software are listed as follows:
- **Personal Firewall / Anti-Spam Applications**
  IT does not allow the use of non-approved personal firewalls and anti-spam applications on company equipment.

- **Third-party Screen Saver or Wallpaper**
  Images that might be deemed offensive by some staff members are prohibited from being displayed on company monitors or notebooks. Employees are advised to use the default screen savers available on their local computers.

- **Games**
  Games are prohibited to be downloaded to any company computers and devices.

- **Peer-to-Peer Applications**
  Peer-to-peer file sharing software programs such as but not limited to KaZaA, BitTorrent, BitComet, Morpheus, eMule, FrostWire, Limewire, Shareaza,

uTorrent, etc. are prohibited to be downloaded to any company computers and devices.

- **Remote Access Applications**
  Applications that allow for remote control or desktop sharing of a user's computer with anyone outside such as but not limited to TeamViewer, LogMeIn, GoToMeeting, VNC, etc. are prohibited to be downloaded to any company computers except for used by IT staff for support only.