



LEI SHING HONG LIMITED

SOFTWARE LICENSING 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

This document contains LSH proprietary information and is supplied for internal use only. It is confidential and shall not be copied or reproduced (other than for internal use), nor disclosed to any other party, without the express permission of LSH.

Objective

The use of unlicensed or unauthorized copies of software is a breach of copyright and is therefore illegal. Using such software will not only expose LSH to prosecutions, fines and commercial sanctions but also affect the image of the group as a trusted business partner and products and services provider.

The purpose of this policy is to define the rules and principles necessary to both prevent this situation and comply with laws and regulations to ensure that the software on computers and other devices is used within the terms of the license provided by the software vendor.

Corporate IT will organize a review of the licensing situation for major software on a regular basis, keeping track of the relevant inventory registers annually together with the business units.

Applicability

All entities and employees of the LSH group of companies who are authorized to use LSH's computing systems and networks are subject to this policy.

Responsibilities

Each LSH employee using a computer is expected to follow the rules stated in this policy.

The Business Managing Director and the Operation/Functions Heads are ultimately responsible for making their respective organizations comply with this policy and for providing information technology users with all the means necessary to comply with it.

Authorized Software

The use of unlicensed or unauthorized copies of software is absolutely forbidden. Only software both explicitly authorized by local management and Corporate IT and duly licensed can be installed or used on LSH computers.

Personal software, or software that an employee has acquired for non-business purposes, may not be installed on LSH computers. The only software permitted for installation on LSH computers is authorized software for which LSH has been granted a legal license.

Property of LSH

All authorized software remains the property of LSH. Copying or transferring software to a third party is strictly forbidden. Users must not copy software for their personal use without prior written consent from local management and authorization provided by the license agreement between LSH and the software manufacturer. LSH strongly supports strict adherence to software vendors' license agreements, and therefore copying of software in a manner not consistent with the vendor's license is strictly forbidden.

In principle all purchased software licenses must be registered in the name of LSH and not in the name of an individual end-user.

Any duplication of software except as permitted by related license agreements is a

violation of copyright law and is therefore strictly prohibited.

All software licenses purchased by LSH must not be given away or sold for use outside LSH. All software on computers which are being disposed of or donated must be securely destroyed or uninstalled beforehand. The media and licensing keys for software which is being permanently withdrawn from use must be destroyed.

Export and Import Regulations

Depending on their origin, many kinds of software are subject to international and/or local export and import regulations. The Business Managing Director and the Operation/Function Heads must, by all reasonable means, make sure that software used in their organizations comply with both international and local regulations.

Control

For control purposes, organizations in charge of software administration must maintain, and be able to produce, at any point in time, an exhaustive list of all software used on systems placed under their responsibility.

Retirement or Transfer of Licenses

The following rules apply when a license or licenses are replaced by newer versions or are being transferred from one user to another:

- Software licenses may not be uninstalled from one user's computer and re-installed on another user's computer without written permission from the Corporate/local IT. Corporate/local IT will review license agreements and limitations for each software product to see if LSH has rights to transfer the software, and if appropriate, authorizes acceptable transfers of licenses.
- All software and documentation for those products no longer required should be returned promptly to Corporate IT and the software must be uninstalled promptly from the computer by IT personnel.