



TITLE : NTPM Holdings Berhad IT Policy

Document No. : NTiT-R002
Revision No. : 00
Page No. : Page 1 of 3

1.0 Purpose

The purposes of this policy are:-

- To ensure the effective protection and proper usage of the computer system.
- To allow IT to manage risk software and hardware appropriately, yet to meet business needs.
- To assist in maintaining computer operational system.

2.0 Scope

This policy applies to all employees of the company that authorized to make use of any IT system from any location.

3.0 Definition

- **Employee/user** – Every employee who use computer or computer system under NTPM Holdings Berhad or subsidiary company.
- **Systems Administrator** - Systems Administrators oversee the day-to-day operation of the system and are authorized to determine who is permitted access to particular IT resources.
- **IT Systems** - These are the computers, terminals, printers, networks, modem, online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained by Nibong Tebal IT Sdn. Bhd. wholly owned by NTPM Holdings Berhad.



TITLE : NTPM Holdings Berhad IT Policy

Document No. : NTiT-R002
Revision No. : 00
Page No. : Page 2 of 3

4.0 Policy

4.1 MIS Responsibility

4.1.1 Licensing

- Software licence registers will be maintained by the MIS Department to ensure compliance with legislation.
- Our company is using Open Source Software (OSS). With OSS software, we are abide to the international GNU licensing requirement.
- When have request to buy new software, MIS need to purchase a proper license and register before installation.

4.1.2 Provide Office Staff Computer Device

- MIS will provide computer device to office staff when they are needed.
- MIS will ensure the computer device in good conditions before send to user.

4.1.3 Copyrights and Intellectual Property (IP)

- All the employee of the company must observe copyrights and IP right, including software licensing. The transfer of electronic data files in violation of copyrights or IP rights is prohibited.
- A license or permission from us to use our software, based on certain terms and conditions.
- Software license registers will be maintained by the MIS Department to ensure compliance with legislation.

4.1.4 Data Security

- MIS is responsible for the implementation of an effective virus security strategy. All computer will have up-to-date anti-virus protection.
- The security software such as firewall, anti-virus wall, client anti-virus software and e-mail Spam killer were installed to avoid any outsider hacking and interruption of computer virus to our company.



TITLE : NTPM Holdings Berhad IT Policy

Document No. : NTiT-R002
Revision No. : 00
Page No. : Page 3 of 3

4.2 User Responsibility

4.2.1 Software

i. Access Control

- Users are responsible for the security of their password which they should not divulge, even to colleagues.
- Problems with passwords should be reported to the MIS Department.
- Company information are highly confidential, employee are not allow to copy, print, publish or distribute those data to outsider.
- Users shall reponsible on all the data that transform under his/her name.

ii. Communication

- Access to the Internet is provided for business purposes. Limited personal use is permitted.
- Employee should not make inappropriate use of their access to the Internet.
- The e-mail system must not be used to send illegal or inappropriate material.
- E-mail should not be used for political, business or commercial purposes not related to company and etc.
- Users are reminded that all the mail are traceable back to its originate sender.

4.2.2 Hardware

- If have any damage, user shall inform MIS Department immediately.
- All employees are responsible for the proper usage, care and cleanliness of the computer equipment they use.