



EMAS DINAMIK (828558-V)

## INTERNET AND ELECTRONIC MAIL POLICY

EDSB internet connections or electronic mail system (internal or via internet) are provided for Company business purposes.

All users of these systems are subject to statutory legislation and Company policies and ethics. Infringement of Company policies and ethics may result in disciplinary action. Infringement of statutory legislation may result in personal liability.

It is important that all employees with access to either internet or electronic mail shall:

- Maintain professional standards of conduct when accessing these services and must ensure that their conduct will reflect both themselves and EDSB.
- Restrict their connections only to those systems on the internet which they are authorized to access.
- Connections to mail and internet services are traceable to individual users, it is limited for private use and shall be monitored.

Employees must consider the effect on EDSB reputation based on any information received, posted or transferred using these connections. Use of the internet or electronic mail to view or distribute information which can be construed as abusive, obscene and/or advertising or participating in any illegal activities, is strictly prohibited by EDSB and may result in disciplinary action.

Employees must recognize and observe copyright laws which may apply to specific software and documents.

**DATUK REDZUAN KHUSHAIRY OTHMAN**  
**MANAGING DIRECTOR**

07<sup>th</sup> October 2024