Alpha
Consulting Engineers Pte Ltd
[redacted]
TELEPHONE : 276 2228 FACSIMILE : 276 9929
2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919.

Our Ref: OM-IT/088

4 September 2003

MEMORANDUM

To: Members of the Staff

From: Tan L S

GUIDELINES ON USE OF COMPANY NOTEBOOK COMPUTERS

I am pleased to attach the office guidelines on the use of Company Notebook Computers for your compliance.

Tan L S

cc RT/LCT
cc Notice Board

enc

/sl

GUIDELINES ON USE OF COMPANY NOTEBOOK COMPUTERS

1.0 General

1.1 The "desktop" computers presently allocated to some of the Senior Staff are being replaced by "notebook" computers.

1.2 While the usage of the computers will basically remain unchanged, the portability of the notebook computers calls for special care/precautions on their handling and keeping as they are susceptible to damage and/or pilferage.

2.0 Usage and Location

2.1 The notebook computers allocated to the Staff are meant for their use in connection with the Company's business.

2.2 Normally, the notebook computers are to be kept at the Staff's workstation under lock and key. The Staff are allowed to bring home their notebook computers after normal office hours or during weekends and public holidays if they need to use the computers for official business.

2.3 Further, the Staff are permitted to bring along their computers for use in meeting/presentation outside the office as well as during oversea business trips.

3.0 Security, Care and Precautions

3.1 A security cable lock will be provided for each notebook computer to enable the Staff to secure it to an immovable object at his/her workstation at all time.

3.2 When not in use after normal working hours or during weekends and public holidays, it is advisable that the computers be kept out of sight in a secured drawer or cabinet.

3.3 The Staff should avoid leaving his/her notebook computers unattended particularly when use outside the office.

3.4 The notebook computers shall be handled with care at all time to ensure that any mishaps such as the following will not occur:

(a) Dropping notebook on floor.
(b) Dropping hard/heavy object on or stepping on notebook.
(c) Spillage of liquid on notebook.

3.5 The Staff shall be responsible for the notebook under his/her care.

4.0 Internet Services and Addition of Hardware/Software

4.1 The Guidelines on the Use of Internet Services as spelt out in Office Memo dated 24 March 2003 shall be strictly observed.

4.2 Prior consent of the Management must be sought by the Staff for installation of additional hardware/software to the notebook to facilitate his/her official work; in any case, installation of illegal software is strictly prohibited.

4.3 The Company reserves the right to inspect, at any time, any of the Staff's computer including the software/files therein.