GUIDELINES ON USE OF INTERNET SERVICES

1.0 Overview

1.1 These guidelines spell out in general the office groundrule for the Staff in using Internet services in respect of e-mails and access to World Wide Web and FTP Servers.

1.2 Internet services shall only be used by the Staff in connection with the Company business. The use of Internet services for personal, promotional, commercial, petition, religious and political campaign purposes and the like is prohibited.

1.3 Internet facilities must not be used to violate the laws and regulations of Singapore or any other nations; in this regard, the Company will cooperate with any legitimate law enforcement bodies.

1.4 It is the responsibility of individual Staff to ensure that the use of the Internet services is consistent with the requirements of these guidelines and applicable laws and regulations.

2.0 E-Mail Services

2.1 General

2.1.1 Generally, e-mail is intended for fast, informal communications.

2.1.2 Although it is informal, certain protocol in respect of format, courtesy etc. would need to be observed when issuing e-mails so as to project a proper company/personal image.

2.1.3 As e-mails are meant for use in connection with the Companyôs business, **all outgoing and incoming e-mails from/to the Staff will be viewed by all the Directors at all times.**

2.1.4 The flowchart and procedure for issue of e-mails are shown in the Office Intranet.

2.1.5 The guidelines on use of e-mail shown in Appendix óDô of our Office Memo ref. OM-OA/010 dated 12 August 1998 is now superseded.

2.2 Internal E-Mail Communications

2.2.1 Hard copies of all internal e-mail communications which are related to any projects such as notes of meetings, confirmation of technical requirements etc. shall be made by the senders for filing (by Admin Staff) in the respective project file in accordance with the specified requirements of our filing system.

2.2.2 Likewise, for Office Instructions/Memoranda and the like issued via e-mails, hard copies shall be made by SL for keeping in the respective file.

2.3 **E-mail Communications with External Parties**

2.3.1 For all incoming e-mails related to projects, hard copies will be made by the Admin Staff for circulation and subsequent filing based on the file no. to be inserted on the circulation copy by the respective Project Manager or the Assistant Project Manager, as appropriate. All incoming drawings and large-scale work programme and the like received via e-mails will be printed out by the CAD Staff for circulation/action.

2.3.2 Generally, outgoing e-mails are used for expediency on an informal basis. Matters with cost, contractual and/or legal implication shall be in letter format to be issued by normal mails. Should these letters be required to be issued via e-mails for expediency, these shall be re-confirmed immediately by normal mails.

2.3.3 Each outgoing e-mail issued must display proper title with project name, project no. and subject matter clearly shown to facilitate reading and most importantly, for subsequent sorting and searching on computers.

2.3.4 Do not ride on an internal e-mail for issue to an external party.

2.3.5 For all outgoing e-mails related to projects, hard copies will be made by the Admin Staff for filing.

2.4 **Issue of Drawings via E-Mails**

2.4.1 Drawings may be issued to external parties thru e-mails for expediency. However, normal requirements in respect of proper title, confirmation of issue, acknowledgement of receipt etc. must be observed.

2.4.2 However, our drawings which are intended for subsequent use by the other parties as their own such as shop drawings etc. should not be issued via e-mails; all such drawings shall only be issued in diskettes under cover of a standard disclaimer letter.

3.0 Access to World Wide Web & FTP Servers

3.1 **General**

3.1.1 All Project Staff, Admin Staff and selected CAD Staff are allowed access to www to search for information in connection with office work. The time spent on surfing Internet by each Staff concerned will be monitored and recorded. The Management will regularly review Internet activities and analyse usage patterns and may discuss with the Staff and/or publicize the data to assure that the Company Internet resources are devoted to maintaining the highest levels of productivity.

3.1.2 Access to FTP servers are restricted to those Staff who are authorized by the respective project Owner concerned. The use of Internet for access to FTP servers shall be strictly in accordance with the rules laid down by the respective project concerned.

3.1.3 The Company reserves the right to inspect any and all files stored in private areas of our network in order to ensure compliance with the policy.

3.1.4 Any software or files related to our work downloaded via the Internet into the Companyôs become the property of the Company. Any such software or files may be used only in ways that are consistent with their licences or copyrights.

4.0 Caveats on Use of Internet Services

4.1 Display of any kind of sexually explicit image or document including accessing, downloading, archived, storage, distribution, edition and recording of sexually explicit materials using office network or computing resources is strictly prohibited.

4.2 The use of the Companyôs Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code is strictly prohibited.

4.3 The use of the Companyôs Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user is strictly prohibited.

4.4 The use of the Companyôs Internet facilities for political/religious propaganda, fund raising, personal commercial promotion and libelous attacks on others are strictly prohibited.

4.5 The use of the Companyôs Internet facilities for exchange of jokes, personal pleasantries, holiday greetings, gossips or any other personal messages are frown upon; however, the use of office Internet services by the Staff to transmit or receive short important and/or urgent personal message via e-mail may be permitted.

4.6 Do not perpetuate a chain e-mails even though the subject matters may be of high moral value or concern good causes notwithstanding a ócurseô for breaking the chain might have been inserted in the e-mail in some cases.

4.7 Disclose your e-mail address to other parties discretely so as to minimize the office network being inundated with unsolicited promotional e-mails which are not related to our work; unsubscribe such e-mails immediately upon receipt.

4.8 Do not open e-mails sent to you by unknown parties and delete same immediately upon receipt.