

IT Security Policy

Introduction

Information Technology (IT) is an integral and critical component of HUMANIZE LOGISTICS (SINGAPORE) PTE LTD daily business. This policy seeks to ensure that HUMANIZE LOGISTICS (SINGAPORE) PTE LTD's IT resources efficiently serve the primary business functions of HUMANIZE LOGISTICS (SINGAPORE) PTE LTD, provide security for HUMANIZE LOGISTICS (SINGAPORE) PTE LTD and employees' electronic data, and comply with Singapore and international regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of HUMANIZE LOGISTICS (SINGAPORE) PTE LTD's business.

All computer equipment, peripherals, and software are HUMANIZE LOGISTICS (SINGAPORE) PTE LTD property and are provided for business purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of HUMANIZE LOGISTICS (SINGAPORE) PTE LTD computer equipment, peripherals, and software will result in corrective action up to and including termination. Employees should also be aware that any work completed on HUMANIZE LOGISTICS (SINGAPORE) PTE LTD computers is subject to monitoring and review, and they should not expect their communications to be private.

This Policy supersedes any previous IT policies of Humanize Logistics (Singapore) Pte Ltd. The following Policy Statement, Disciplinary Action, and Review paragraphs apply to all individual policies contained within this Comprehensive IT policy.

Policy Statement

It is the policy of HUMANIZE LOGISTICS (SINGAPORE) PTE LTD to use IT resources in a cost-effective manner that safeguards member data and promotes accuracy, safety, Information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential member and business data that resides within HUMANIZE LOGISTICS (SINGAPORE) PTE LTD's technology infrastructure.

Disciplinary Action

Violation of any of these policies may result in disciplinary action which may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; or dismissal for interns and volunteers. In accordance with Article 5, Section 6 of the Credit Union Bylaws, any Board Member who violates these policies shall be subject to removal. Additionally, individuals are subject to loss of HUMANIZE LOGISTICS (SINGAPORE) PTE LTD Information Systems access privileges and may be subject to civil and criminal prosecution.

Review and Acceptance

The Board of Directors, Chief Operations Officer/COO, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All HUMANIZE LOGISTICS (SINGAPORE) PTE LTD staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of reminder will be sent by Senior Management or its assignee along with instructions for acceptance.

HUMANIZE LOGISTICS (SINGAPORE) PTE LTD

TAY WEE KHIM (DIRECTOR)



humanize
logistics
UEN No: 201628840Z

humanize logistics (singapore) pte ltd

address: 4 changi south lane #02-02 singapore 486127

tel: +65-62830889

fax: +65-62830988

www.humanize-logistics.com

uen.: 201628840z