

<b>MY CO2 GROUP OF COMPANIES</b>		<b>Network Security Policy MY/ITD/008(01)</b>	
<b>TITLE: NETWORK SECURITY POLICY</b>			
Document No: MY/ITD/008	Revision No: 01	Page 1 of 6	
Effective Date : 1 Apr 2022			

Prepared by:  Dastan Ong IT Application Developer		Reviewed & Approved by:  Teh Huat Chooi Chief Technology Officer
---	---	--



## NETWORK SECURITY POLICY

**Version 01**

**1 Apr 2022**

**STRICTLY CONFIDENTIAL**

<b>MY CO2 GROUP OF COMPANIES</b>	<b>Network Security Policy MY/ITD/008(01)</b>	
<b>TITLE: NETWORK SECURITY POLICY</b>		
Document No: MY/ITD/008	Revision No: 01	Page 2 of 6
Effective Date : 1 Apr 2022		

### Revision History

Date	Version	Description
2021/06/01	00	Initial creation of Network Security Policy document.
2022/04/01	01	Update Enforcement section details.

<b>MY CO2 GROUP OF COMPANIES</b>		<b>Network Security Policy MY/ITD/008(01)</b>	
<b>TITLE: NETWORK SECURITY POLICY</b>			
Document No: MY/ITD/008	Revision No: 01	Page 3 of 6	
Effective Date : 1 Apr 2022			

## Table of Contents

1.0 Introduction.....	4
1.1 Overview.....	4
1.2 Purpose.....	4
1.3 Scope.....	4
1.4 Audience.....	4
1.5 Objectives.....	4
2.0 Definitions.....	5
3.0 Privacy.....	5
4.0 Policy.....	5
4.1 Company's Network.....	5
4.2 Software.....	6
5.0 Enforcement.....	6
6.0 Review and Revision.....	6

<b>MY CO2 GROUP OF COMPANIES</b>		<b>Network Security Policy MY/ITD/008(01)</b>	
<b>TITLE: NETWORK SECURITY POLICY</b>			
Document No: MY/ITD/008	Revision No: 01	Page 4 of 6	
Effective Date : 1 Apr 2022			

## 1.0 Introduction

### 1.1 Overview

This document defines the Network Security Policy for MyCO2 Group of Companies (hereinafter referred as “*the Company*”). The Network Security Policy applies to all business functions and information contained on the network, the physical environment and relevant people who support and are users of the network.

### 1.2 Purpose

The purpose of this policy is to establish the technical guidelines for IT security, and to communicate the controls necessary for a secure network infrastructure. The network security policy will provide the practical mechanisms to support the Company's comprehensive set of security policies. However, this policy purposely avoids being overly-specific in order to provide some latitude in implementation and management strategies.

### 1.3 Scope

This policy applies to all networks managed by the Company used for :

- The storage, sharing and transmission of data and images.
- Printing and scanning of data or images.
- The provision of Internet systems for receiving, sending and storing data or images.

### 1.4 Audience

This policy applies to all Employees or any third party Employees with any form of access or authority to perform any action to our company's network. For the purpose of this policy, the term ‘Employee’ refers to all full-time, part-time employees and temporary employees.

### 1.5 Objectives

- Sets out the Company's policy for the protection of the confidentiality, integrity and availability of the network.
- Establishes the security responsibilities for network security.

<b>MY CO2 GROUP OF COMPANIES</b>		<b>Network Security Policy MY/ITD/008(01)</b>	
<b>TITLE: NETWORK SECURITY POLICY</b>			
Document No: MY/ITD/008	Revision No: 01	Page 5 of 6	
Effective Date : 1 Apr 2022			

## 2.0 Definitions

- 1) **MY CO2 Group of Companies** – refers to MY CO2 SDN BHD and all its subsidiaries and associated companies operating now and in future
- 2) **IT** – Information Technology
- 3) **CTO** – Chief Technology Officer

## 3.0 Privacy

The Network Security Policy document shall be considered as “Confidential” and shall be made available to the concerned persons with proper access control.

## 4.0 Policy

### 4.1 Company's Network

**4.1.1** The Company's network will be available when needed and can be accessed only by legitimate users.

**4.1.2** The network must also be able to withstand or recover from threats to its availability, integrity and confidentiality. The Company undertake the following :

- Protect all hardware, software and information assets under its control. This will be achieved by implementing a set of well-balanced technical and non-technical measures.
- Provide both effective and cost-effective protection that is commensurate with the risks to its network assets.
- Our company will will comply with other laws and legislation as appropriate.

**4.1.3** Measures are in place to detect and protect the Company's network from viruses and other malicious software.

**4.1.4** No one shall use any Company network resources or services without proper authorization. No one shall assist in, encourage or conceal any unauthorized use or attempt at unauthorized use of any of the Company's network resources and services.

**STRICTLY CONFIDENTIAL**

<b>MY CO2 GROUP OF COMPANIES</b>		<b>Network Security Policy MY/ITD/008(01)</b>	
<b>TITLE: NETWORK SECURITY POLICY</b>			
Document No: MY/ITD/008	Revision No: 01	Page 6 of 6	
Effective Date : 1 Apr 2022			

## 4.2 Software

**4.2.1** Use of any non-standard software on the Company's equipment must be approved by IT department before installation.

**4.2.2** All software used on our company's equipment must have a valid licence agreement.

**4.2.3** Users are not permitted to run software that burdens the network with unnecessary traffic or intentionally degrades the performance of the network.

**4.2.4** No one shall create, install or knowingly distribute a computer virus or other surreptitiously destructive program on any network resource, regardless of whether any demonstrable harm results.

## 5.0 Enforcement

The Company holds the right to monitor the compliance of its personnel to this policy. Manager and staff of the Company, all full-time, part-time employees and temporary employees who fail to comply with this policy, may be subjected to appropriate disciplinary actions.

## 6.0 Review and Revision

This policy will be reviewed as it is deemed appropriate. The policy revision and review will be undertaken by CTO and IT Executive.