



Document Name: Information Technology Security Policy
Document Number: AWC/CS/AWCCENTER/2019/POL008
Effective Date: 22 January 2019 (By virtue of the resolution of the Board of Directors' meeting No. 1/2019)
Amendment Number: -

Information Technology Security Policy



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1. Objectives

Asset World Corp Public Company Limited (the “**Company**”) has prepared the Information Technology Security Policy to provide guidelines for the appropriate, secure, and efficient use of computers and information technology, and to safeguard the Company’s information and technology from all risks and threats, in order to safeguard and maintain a safe environment and to allow continual operation for business growth of the Company.

2. Scope

This Information Technology Security Policy covers the Company’s IT operations and management, as well as user account management both inside and outside the Company.


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3. Definitions and Meaning

Terms	Definitions
Company	Asset World Corp Public Company Limited and business group which is under its governance
Assets	Things valuable to the Company, comprising: <ol style="list-style-type: none">1. Networks, computers, and IT systems.2. Computer modules, computer accessories, information saving devices, and other devices (excluding copy machines and projectors).3. Physical information, electronic information, and computerized information.4. The Company's IT personnel and infrastructure.
Computer Systems	Computer accessories or sets of accessories that are linked together, including devices or sets of devices that automatically process information according to commands or sets of commands.


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4. Principles of Security

The Company enacts this policy as a guideline for the use of computers and information technology as follows:

4.1. Information Technology Security Policy

The Company has prepared the Information Technology Security Policy, along with other relevant policies, rules, and operation process, to act as mandates regarding the security of information and IT assets, in order to ensure the highest efficiency in the management of the Company's information technology.

4.2. Roles and Duties

The Company will encourage, advocate, and procure its executives, permanent employees, temporary employees, contracted employees, consultants, and external service providers, to acknowledge and comply with the roles and responsibilities as per the information technology security management structure set out in the Information Technology Security Policy or other relevant policies, as well as the Company's regulations regarding the use of computers and information technology. Executives, permanent employees, temporary employees, contracted employees, consultants, and external service providers shall strictly comply with the Information Technology Security Policy.


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4.3. Awareness

The Company shall encourage executives and employees to study and comply with rules set out in the Company's Information Technology Security Policy; it shall encourage them to attend training sessions and create awareness regarding information technology security, and to pay attention to announcements or news regarding information technology security from the Company; and, it shall encourage employees at every level to participate in being vigilant about information technology security and to be able to correctly and promptly react to threats to the Company's information technology system.

4.4. Information Priority

The Company prescribes that there be (i) a prioritization of information and IT assets, to ensure that such information and IT assets are protected from threats according to their level of importance, and (ii) the secured keeping of the Company's information and IT assets.

4.5. Maintenance of Information and Assets

The Company has enacted the policy and rules that set out duties and responsibilities of the owners or users of the information or the Company's IT assets to participate in the maintenance of such information and assets, to ensure that the use, maintenance, back-up, or


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destruction of such information and assets are in compliance with the Company's policies, regulations, and operation process.

4.6. Information Back-up

The Company has enacted the policy and rules regarding the back-up of crucial information through appropriate methods, means, and frequencies, as well as guidelines regarding the maintenance of the backed-up information.

4.7. Operations

The Company has enacted the policy and rules to determine guidelines regarding the operation and maintenance of the Company's information technology systems to protect them from damage, leaks of confidential information, and external threats.

4.8. Access

The Company has enacted the policy and rules to control physical security in accessing the Company's IT assets to prevent unauthorized access of information and assets.


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4.9. Premises Control

The Company has enacted the policy and rules regarding management, control, and administration of the work premises for the Company's IT branch to control the security of and access to the premises, in order to ensure that unauthorized personnel cannot access the premises.

4.10. Segregation of Duties

The Company has enacted the policy and rules regarding management of the users of information technology systems for the security of the information, by reviewing roles and access rights to the Company's information, as well as segregating the duties to control the operations and access to the information.

4.11. User Account Management

The Company has enacted the policy and rules to separate the access rights of executives, employees, and external service providers, to the information and IT assets of the Company, in order to clearly separate the duties in the operation of information technology systems, and to establish security of the information and IT assets.


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4.12. Intellectual Property

The Company has enacted the policy and rules as guidelines regarding communication on and operation of the Company's IT assets and network system, to ensure the highest security. The Company has also enacted rules preventing anyone from installing software other than that authorized by the Company on the Company's IT assets

4.13. Passwords

The Company has enacted the policy and rules regarding the setting of passwords for the user accounts of each system to ensure the highest security for the Company's IT assets.

4.14. Personal Devices

The Company has set out the guideline regarding the security of portable devices and personal devices to allow for secured connection and usage of the portable devices, in order to rid such connection and usage of any computer threats and dangerous programs, and to keep confidential the Company's information. The Company has enacted the policy regarding the connection of personal IT devices to the Company's network, which includes the use of personal IT assets in the business operation of the Company, in order to monitor and prevent unauthorized use of devices.


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4.15. Travelling

The Company has set out the guidelines regarding the security of the use of IT devices while travelling outside the Company to prevent leaks of information and damage to or loss of IT devices, as well as access to the devices by unauthorized personnel.

4.16. Email Usage

The Company has enacted the policy, rules, and operation process regarding the usage of the Company's email as follows:

4.16.1. Account Sharing

Users must not share or distribute their accounts to others. Each user must acknowledge that any such act is in violation of the Company's policy.

4.16.2. Ethics of Use

Users are not permitted to use corporate emails in sending or distributing emails or messages that constitute advertisement, sexual harassment, annoyance to others (spam mail), or junk mail.


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4.16.3. Personal Use

Users are not permitted to use corporate emails to engage in non-work-related activities. Users shall be liable for any damages, both to the Company and to outside entities, arising from such use.

4.17. Internet Usage

The Company has enacted the policy and rules regarding internet usage to prevent access to inappropriate information and to establish the security of the Company's network system from unsafe websites as follows:

4.17.1 Social Network Use

Users shall not post personal comments or confidential information in any (i) chatrooms on the public internet system, (ii) news feed, or (iii) threads, which may lead to disclosure of the Company's name. Users must always note that corporate emails shall not be used in conjunction with the expression of personal opinions.


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4.17.2 Ethics of Use

Users shall not use the Company's internet system in any activities other than for the Company's business; such prohibited activities include (i) visiting websites containing pornography or racial, gender, religious, or other kinds of discrimination, and (ii) downloading files for commercial or personal use.

4.17.3 Use of Information

Users shall not relay information outside of the Company's system without supervision; this applies especially to the transfer of information, whether electronic or physical. The aforementioned supervision shall be approved by both the owner of the information and the external service providers on the receiving end.

4.17.4 Personal Use

Users shall not use the internet in personal commerce or entertainment other than the Company's business.

4.18. Risk Management

The Company has enacted the policy and guidelines regarding information technology risk management, to set out the management plans regarding the potential risks relating to information technology, from both internal and external factors, which may affect the Company's business.


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4.19. Business Continuity Management

The Company has enacted the policy and rules regarding business continuity management and the operation of the information technology systems in case of emergency. The Company shall procure the employees to acknowledge such policy, in order for them to comply with the policy and to allow the Company to minimize the effect of such emergency and continue to carry out business operations under critical circumstances.

4.20. Service

The Company has enacted the policy and rules regarding supervision and management of information technology security, by setting out a process of systematic troubleshooting to minimize the effect on the business and to allow for timely and efficient reaction to such events.

4.21. Resource and Project Management

The Company has enacted the policy and rules regarding supervision of projects relating to information technology to minimize potential risks that may occur during such projects, and to allow for standardized and efficient supervision of projects that is suitable to the Company's business.


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4.22. Troubleshooting Management

The Company has enacted the policy and rules regarding supervision, procurement, development, and maintenance of the system to ensure that they are appropriate, safe, and in compliance with the process, and do not affect the operation environment.

4.23. Network Development Management

The Company has enacted the policy and rules regarding management of relationships with external service providers who engage in the design, development, or installation of any information system. Said management must take into account security from the commencement of the work, as well as the preparation of fair terms of service that focus on the benefits of the Company.

4.24. Computer Usage

The Company has enacted the policy and rules in order for personnel to efficiently comply with the Company's policies and rules regarding the use of computers and information technology.


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4.25. Enactment of Policy

The Company has enacted the policy and rules to allow information technology executives to comply with and be able to efficiently carry out the audit, supervision, and enforcement of the Information Technology Security Policy.

4.26. Practice

Guidelines

4.26.1 Awareness

The Company's personnel shall periodically (at least once a year) be provided with training in Security Awareness, to promote understanding regarding the safekeeping of information and IT assets from potential threats.


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4.26.2 Confidentiality Control

The Company's personnel shall be responsible for ensuring security when sending confidential information outside the Company.

4.27. Training

Training and promoting of understanding of operation.

4.27.1 Information Security

Every employee shall be trained on the security of information technology and shall study the printed media prepared by the IT Department within 30 days of the commencement of employment, and shall provide evidence of agreement with the Company's policies.

4.27.2 Duties

Every employee shall be informed of their responsible duties and training on the Company's policies and rules regarding the use of computers and information technology systems.


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4.27.3 Responsibilities

All employees must understand and comply with their roles, duties, and responsibilities regarding the security and use of information technology resources. They must also be notified of disciplinary penalties in case of violation thereof.

4.27.4 Compliance

Every employee must understand and comply with relevant policies and rules, both existing and future amendment.


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The Information Technology Security Policy was considered and approved by the Board of Directors' meeting No. 1/2019, convened on 22 January 2019, and shall be effective from 22 January 2019.

-----*Signature*-----
(Mr. Charoen Sirivadhanabhakdi)
Chairman of the Board of Directors
Asset World Corp Public Company Limited

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