	<h1>Implementation of Computer Policy</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-07.01
	Department: Information Technology	Effective Date: October 17, 2016	Revision No. 0

Scope

This document covers the cascading of IT Computer Policy during HR Immersion for new F2 employees.

The policy will ensure that all employees should be responsible for using company's email and internet as stated in HR Code of Conduct.

HR Team should lead the immersion and advise IT Manager for his/her schedule.

Ownership


Human Resources (HR) and Information Technology (IT) Managers are responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Policies

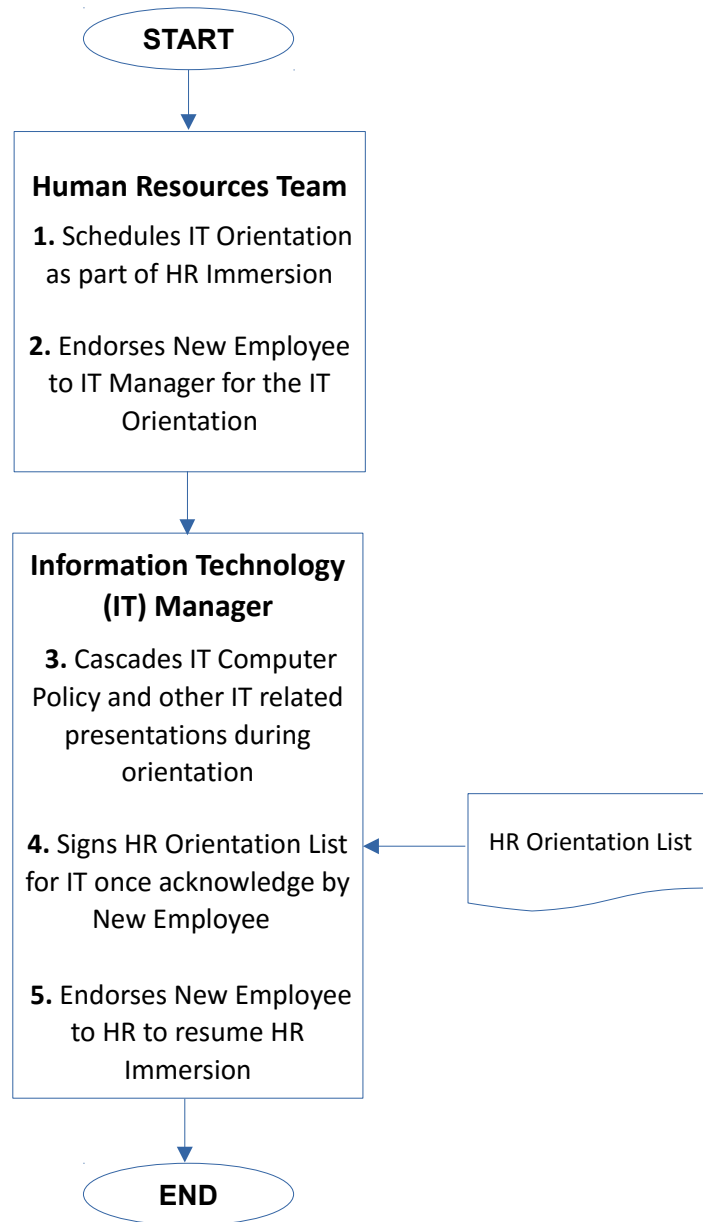
1. Human Resources (HR) Team shall advise Information Technology (IT) Manager for the IT Computer Policy orientation schedule along with HR Immersion.
2. IT Manager shall cascade policy and other IT related materials to new employees during orientation.
3. IT Manager shall sign HR Orientation List after cascading the policy as it is also served as acknowledgment that it was fully understood by New Employee.

DDC: *Please refer to printed files for signatures of approvers.*

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