

Information Security Acknowledgement Form

信息安全承诺书

Information resources at Sodexo China (hereinafter, the company) are owned by Sodexo and are provided to employees and other users to accomplish the company's mission. Users are expected to use these resources appropriately, to ensure their ongoing availability and preserve information integrity and confidentiality.

在 Sodexo 中国（下称公司）的信息系统资源为 Sodexo 拥有，是为了提供给员工及其他用户来完成公司的工作任务。用户应合理的使用这些资源，确保可用性、信息的完整性及机密性。

A "user" is defined as anyone who is granted access to the company's information resources. This includes, but is not limited to: employees, principal investigators, internal visiting guests, business partners, contractors, vendors and 3rd party consultants.

"用户"定义为任何获取授权访问公司信息资源的个人。包括并不限于：员工，负责人，内部访问客户，业务伙伴，承包商，供应商及第三方顾问。

An "information resource" is defined as any electronic equipment, device or media that a user connects to the company network, or uses to process or store the company information, whatever it is owned or funded by the company or by users. This includes, but is not limited to: computers, servers, monitors, fax equipment, scanners, printers, portable tablets and other peripherals, as well as software, applications (aka "apps") and media used on them.

"信息系统资源"定义为用户用来连接公司网络或执行及存储公司信息的电子设备或媒体等，不管是否为公司拥有资产或用户自有资产。包括并不限于：计算机，服务器，显示器，传真设备，扫描仪，打印机，平板设备或其它外部设备以及运行于其上的软件或应用等。

Use of the information resources is subject to the company policies and the national laws and regulations.

对于这类信息资源的使用应遵守公司政策及国家法律及规则。

Failure to comply may result in disciplinary action including possible termination of employment, professional/business relationship, or dismissal from the company. Civil and/or criminal sanctions may apply.

违反相关规定将导致包括解除合同，商业关系或开除公司直至追究民事或刑事责任。

I understand and acknowledge my role in protecting information resources. I will uphold and comply with all applicable laws and policies, including the following:

我阅读并了解我对于保护信息资源的责任。我将遵守所有的法律及规则，包括：

Information Security Policies 信息安全规则

1. Safeguard all the company-owned information resources against unauthorized, accidental or intentional access, modification or destruction.
保护所有公司拥有的信息资源，防止未授权的访问，篡改或销毁行为。
2. Do not share assigned user id and password to information resources with anyone. This includes, but is not limited to, user id and password for network system; computer accounts; encryption software; voice mail and teleconference codes.
不向他人泄露任何用户账号及密码。包括但并不限于：网络账号密码，计算机账户，加密软件及语音邮箱和电话会议密码。

3. Store any confidential and sensitive information on appropriate network drives and encrypt them if it is necessary. The confidential and sensitive information includes, but is not limited to: human resources information, client information, sales information, supplier/vendor information, price/cost information, design/process information. Do not save such data to your local computer or personal devices without appropriate protection.

如果需要分享，应在存储机密信息或敏感信息时使用合适的网络存储并进行加密。机密信息或敏感信息包括并不限于：人事信息，客户信息，销售信息，供应商信息，价格信息，设计或工艺信息。不将这些信息存放在自己的本地设备上或个人设备上。

4. Do not replace, tamper with or remove anti-virus or firewall software without explicit approval from IS&T.
除非得到 IS&T 授权，不要更换，关闭或移除防病毒软件及防火墙软件。

Email and Internet Usage Policies 邮件及互联网使用规则

1. You should have no expectation of privacy regarding email use, Internet use or other activities when using the company information resources.
当使用公司提供的信息资源进行上网，收发邮件等活动时，你不应该有个人私密信息的期望。
2. Be aware that email and Internet usage information is recorded and subject to monitoring. Incoming and outgoing email is archived by the company.
请知晓，电子邮件及互联网使用信息会被记录并受到监控。您收发的邮件会被公司归档保存。
3. Always encrypt emails dealing with confidential or sensitive information.
在邮件处理机密或敏感信息时应进行加密。

Hardware and Software Usage Policies 硬件及软件使用规则

1. The company-owned or managed information resources **MUST** be used only for the company business.
公司所拥有的信息资源应仅用于公司的业务用途。
2. Only IS&T personnel should install, reconfigure, remove or otherwise adjust any computer system's hardware or software, unless you are authorized under other arrangements made with IS&T helpdesk.
除非被授权，否则只有 IS&T 人员允许对计算机系统的软件及硬件进行安装，重新配置，移除或其他变更操作。
3. Data stored on a portable devices (external hard drives, USB drives, read-writable DVD/CD, and other electronic media should be password protected, or encrypted.
存储在移动设备（外置硬盘，U 盘，DVD/CD 等）上的信息应被密码保护或加密。
4. Do not download, copy, or use software in violation of licensing agreements and/or copyrights. This includes, but is not limited to software, electronic media, licenses, license keys or codes or installation files.
不要下载，复制或使用可能造成违反授权或版权的软件。包括并不限于：软件，电子媒体，许可证，许可证编码或安装包。
5. Do not store personal data, such as music, pictures, movies, etc. locally or on the network.
不要在本地或网络中存储私人的数据，如音乐，图片，影片等。
6. Do not transfer computers or peripherals to others or your department without prior approval and registration from IS&T helpdesk.
在未经 IS&T 批准并记录的情况下，不得将电脑或其他设备转交给他人使用。
7. Do not remove computers or peripherals without consulting IS&T helpdesk.
不要在未经 IS&T 确认的情况下拆除电脑或其周边设备。

8. Consult with IS&T helpdesk when seeking to purchase or lease new computers, computer accessories, peripherals or software. The company leases most computers.

当需要采购或租用计算机、计算机附件/配件或软件时，应通过 IS&T 进行处理。公司大多数的计算机及附属设备是租赁的。

Other Policies 其它

1. Complete all information resource training as required.

完成必要的信息资源使用培训。

2. Do not disable your screen saving, or increase the screen protection activation time (15 minutes is the minimal requirements).

不要更换电脑屏幕自动锁定设定，不要增加自动关闭的开始时间。

3. Be aware that information resources are subject to random, unannounced inspection audits to ensure compliance with all company policies and national laws and regulations.

知晓信息资源将因审计需要，不定期的接受检查来确保遵守所有的公司规定和相关法律。

Login to Sodexo China Intranet to get the most updated Information Security Policies at:

<https://cn.sodexonet.com/files/live/sites/sdxnet-cn/files/tools-resources/it/it-security/it-acceptable-use-policy-china.pdf>

请登录 Sodexo 中国内网来获取最新的信息安全政策：

<https://cn.sodexonet.com/files/live/sites/sdxnet-cn/files/tools-resources/it/it-security/it-acceptable-use-policy-china.pdf>

By signing the form, you acknowledge that you have read it completely and fully understand the policies described above. Please sign on the lines below:

签署本承诺书，代表你完全清楚阅读且完全理解所有上述内容，并且同意遵守所有承诺事项。请在下方签署。

PRINT NAME

姓名 _____

DEPARTMENT/SITE

部门 / 营运点 _____

SIGNATURE

签名 _____

DATE / 日期 _____