

General Rules of Information Security

1. All our employees are responsible for complying with ISMS and LPPD management system rules. All information produced by our company belongs to our companies.
2. It is forbidden to take photos, record video and audio in areas where confidential and critical information is located and in production facilities without the permission and approval of our companies.
3. Server and system rooms cannot be accessed for any reason. Our employees are prohibited from using electrical devices other than their computers and equipment in all sockets on the UPS line.
4. All our employees are obliged to work in accordance with the Clean Desk Clean Screen Policy implemented within the organization.
5. Group employees are obliged to act in accordance with the rules of courtesy when communicating with our stakeholders.
6. Our employees are responsible for using and protecting all information carrier media and devices allocated to them in accordance with their intended purpose.
7. Our employees and stakeholders are subject to the Information Security Management System and Personal Data Security Management System as long as they work for our companies.
8. It is strictly forbidden for our employees and contractors to share information belonging to our companies with third parties without authorization, except for their own duties.
9. Our employees cannot conduct business and transactions in our companies in violation of information security and copyright laws.
10. Password usage is defined in the Password Management Policy. It is not possible for any of our employees to go beyond the rules specified in the Password Management Policy.
11. Sharing of information within the Group can only be done as required by duty, otherwise legal sanctions are imposed on employees who share information.
12. The Group cannot share information that would discredit the Group and damage the brand reputation. Dissemination of false information is subject to legal sanctions.
13. This document means that the basic rules of our Company's Information Security Management System (ISMS) and Personal Data Security Management System (LPPD) are communicated.
14. Employees are responsible for working in accordance with rules such as E-Mail Usage Instruction, Internet Usage Policy, Network Access Instruction, Antivirus Policy, VPN Policy.
15. Employees are responsible for working in accordance with the information security and personal data security policies, procedures and instructions on the ISMS and LPPD icons on the Portal.