



## **ANIS FOUNDATION INCORPORATED**

### **PORT MORESBY**

**Head Office Location:** Section 52, Allotment 18, Varahe Rd, Gordons

**Address:** P.O. Box 6626, BOROKO, N.C.D

**Mobile:** +675 72452669 | +675 76238875

**Email:** [anishq10pom@gmail.com](mailto:anishq10pom@gmail.com)

**Website:** [www.anisfoundation.org](http://www.anisfoundation.org)

### **LAE**

**Regional Office Location:** Opposite Boinamo Gravel, Independence Drive, Kamkumung, Lae, Morobe Province

**Address:** P.O. Box 3729, LAE-411, Morobe Province

**Mobile:** +675 77527661 | +675 71612558

**Email:** [anis10lae@gmail.com](mailto:anis10lae@gmail.com)

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## **ANIS FOUNDATION ICT POLICY USER AGREEMENT**

This is ICT Policy and must be complied with at all times for all Computers and IT system that is owned and operated by Anis Foundation Inc.

### **1.0 PC/LAPTOP**

- 1.1 All PC must be installed with licensed software.
- 1.2 All open source software must be approved by ICT administrator before installed.
- 1.3 Windows Operating system must not be later than windows 7.

### **2.0 PRINTING**

- 2.1 Any printed document must be related to organization business purpose.
- 2.2 Copies and duplicate must be minimized as much as possible.
- 2.3 Printing papers must environmentally friendly.
- 2.4 Publication for media should be share in digital format as much as possible rather than printing.

### **3.0 EMAIL**

- 3.1 All emails must be business related ONLY
- 3.2 Attachment on emails must be compressed as much as possible and must have maximum size of 2MB and NOT more than that
- 3.2 Email must not be used as a medium for advertising other business products and services outside of Anis Foundation Inc.

- 3.3 No sharing of non-business related emails within the email group.

#### 4.0 INTERNET

- 4.1 Internet download is not allowed without permission from ICT administrator
- 4.2 Accessing of sites such as pornography, betting, dark web, social media are strictly prohibited

#### 5.0 OTHERS

- 5.1 No external drives, thumb drives or flash drives are allowed to be inserted into organization computers
- 5.2 Only antivirus software to be used will be Windows defender
- 5.3 All work related files must be saved on network drives.
- 5.4 No unauthorized personal use must be allowed using organizational computers
- 5.5 Password must be minimum of 8 characters and mixture of alpha numeric characters
- 5.6 All ICT equipment must be switched off properly if not needed.

*I have fully read and understood the IT Policy of the company and I will comply with all policies as long as I am employed with the organization. In the event that I breach any of those policies I will get a final warning letter and in repeated case I will expect to be terminated*

*Name of Employee:* .....

*Position:* .....

*Date:* .....