

Agreement to Protect Security while Working from Home

■ Department:

■ Position:

■ Name:

■ Date of Birth:

1. I shall perform my assigned work at a designated work place.
2. I shall not allow any non-Company personnel, including family members, to enter this designated workplace while I am working from home.
3. I shall securely manage the documents that are to be read, written, stored, and printed out while working from home, and shall prevent any leak of such information.
4. I shall securely manage electronic recording media such as USB memory sticks and optical discs that contain documents or information related to my assigned working-from-home tasks, and shall prevent any leak of such information.
5. I shall install and use only the software necessary to perform my telecommuting tasks on a computer provided by the Company.
6. I shall install and run an anti-virus program on the assigned Company computer to prevent viral infection or spread, and shall keep the anti-virus program up to date.
7. I shall set the screen lock on the computer anytime I am away from my designated work place, and ensure that a secure password is required in order to lift the screen lock.
8. I shall securely manage the ID, password, and certificate(s) given to me to prevent any leak of such information while telecommuting.
9. If I recognize that the security of the ID, password, or certificate(s) given me have been compromised, I shall immediately apply for suspension of its usability and receive a replacement.

I pledge to abide by the above.

Date: _____

Telecommuter's Position:

Name:

Signature: