

Guidelines for preventing copyright infringement of software policy

Thanachart Group has established measures for computer security and usage. The objective is to avoid copyright infringement of software in relation to installation of computer hardware, software applications, and programs on computers.

Processes

- Put in place processes for keeping an asset register and updating it at least once a year by making arrangements for officers to check software installed on employees' computers.
- Put in place a registration process when a user makes a purchase requisition.
- Present to IT TPR Committee on a monthly basis a report comparing the number of existing software licenses with the number of software programs installed.

Technology

- Users are not allowed to install any software on their computers themselves. In this connection, computers will block users from installing software. If they want to use software, they have to get permission from the work unit concerned and are required to make a request to the IT department for further action.
- Put in place a desktop management system for monitoring installed software and collecting information for preparing monthly reports.

Users

- Organize an IT security awareness training activity and carry out an assessment to determine the level of employees' awareness at least once a year. The objective is to ensure that employees are properly informed of the organization's policy on IT security systems.