	IT General Policy	
	Revision: Issue 1	Author: SE & CG
	Release date: 9/1/2017	Approved: A Valdevitt

1. Policy Statement 政策声明

ALGI is committed to ensuring data protection and compliance with ISO 17021:2015 Conformity Assessment – Requirements for bodies providing audit and certification of management systems, ISO 9001:2015 Quality Management Systems, ISO/IEC 27001 Information security management, SA8000 advisories, BSCI protocols, and applicable international Personal Data Protection Dispositions with regards to data collection and processing. ALGI releases the **General IT Policy** as a conceptual umbrella and conduct parameter for all ALGI employees and relevant stakeholders.

ALGI 致力于数据保护，并遵守 ISO 17021:2015 符合性评估——要求机构提供管理系统的审核和认证，ISO 9001:2015 质量管理体系，ISO / IEC 27001 信息安全管理，SA8000 报告，BSCI 协议，和适用的国际个人数据保护配置中关于数据收集和处理流程的规定。ALGI 将 IT 通用政策作为概念伞发布，并为所有的 ALGI 员工和相关的利益相关者提供参数。

ALGI has in place data protection, confidentiality and disclosure procedures to which all ALGI personnel abide by. Such dispositions cover all aspects of information within the organization. In order to guarantee the effectiveness of the programs and controls implemented to safeguard information (such as the IT01 Information Security Management Procedure), **ALGI requires that all employees respect all the provisions set forth in the ALGI IT General Policy.**

ALGI 已经建立并实施了数据保护、保密和信息披露程序，所有 ALGI 人员都应遵守该程序。这样的配置涵盖了组织内信息的所有方面。为了保证针对信息安全所实施的程序和控制措施的有效性（如 IT01 信息安全管理程序），ALGI 要求所有员工尊重 ALGI IT 通用政策中规定的所有条款。

2. Objective 目标

To guarantee that ALGI has effectively communicated the mechanisms globally implemented to safeguard personal data protection and information security.


为保证 ALGI 有效地在全球范围内，传达了已实施的保障个人数据保护和信息安全的机制。

To provide ALGI members with the required directives they shall abide by, in order to comply with ALGI global requirements on personal data protection and information security.

为 ALGI 成员提供他们应遵守的必要指示，以便符合 ALGI 对个人数据保护和信息安全的全球性要求。

3. Scope 范围

This policy applies to all ALGI employees and external contractors (hereafter referred to as ‘individuals’). This policy applies to all information, in whatever form, relating to ALGI business activities worldwide, and to all information handled by ALGI relating to other organisations with whom it deals. It also covers all IT documentation and communications operated by ALGI or on its behalf.

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这一政策适用于所有的 ALGI 员工和外部分包商（以下简称为“个体”）。该政策适用于以各种形式存在，所有与 ALGI 全球商业活动有关的信息，以及经由 ALGI 处理的与之交易的其他组织相关的所有信息。它还涵盖了由 ALGI 公司运营的所有 IT 文档和通信。

4. General Provisions 总则

ALGI has in place data protection, confidentiality and disclosure procedures to which all ALGI personnel abide by. Such dispositions cover all aspects of information within the organization, including (but not limited to):


ALGI 已经建立并实施了数据保护、保密和信息披露程序，所有 ALGI 人员都应遵守该程序。这样的机制涵盖了组织内信息的所有方面，包括（但不限于）：

- Staff/client/service user information 员工/客户/服务用户信息
- Personal information 个人信息
- Organisational information 组织信息
- Information and personal data gathered in the auditing process 在审核过程中收集的信息和个人数据
- If applicable, personal data gathered by means of an external stakeholder complaint/concern/certification appeal. 如适用，通过外部利益相关者的投诉/关注/认证呼吁收集的个人数据。

In order to guarantee the effectiveness of the programs and controls put forward to safeguard information (especially regarding procedure IT01 Information Security Management), **ALGI requires that all employees respect the following provisions:**

为了保证针对信息安全所实施的程序和控制措施的有效性（特别是关于 IT01 信息安全管理程序），ALGI 要求所有员工都遵守以下规定：

- Information shall not be shared with or disclosed to any external or internal individual that requires so without having a previous formally and written consent by Top Management.
事先未经最高管理层正式、书面同意，不得向任何外部或内部人士分享或披露信息。
- Information will only be released if a deemed authority formally requires so and all interested parties are informed and have formally approved.
只有当视同为权威机构方正式提出要求，所有相关方都得到通知并正式批准时，信息才会被发布。
- Information shall not be duplicated.
信息不应被复制。
- Information must be kept, centralized and controlled by the ALGI Suite Software and it shall be not locally stored in personal devices or any unauthorized device.
信息必须由 ALGI Suite 保存和集中管控，并且信息不得本地储存在个人设备或任何未经授权的设备中。
- Commercial and sales department is independent from Operations.

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商业和销售部门独立于运营部门。

- Impartiality Risk Assessment with focus on data protection risk based approach is performed periodically.

定期进行公正性风险评估，着眼于基于数据保护风险的方法

- All ALGI services and Activities shall be registered in our webApp worldwide accessible management system software; ALGI Suite.

所有的 ALGI 服务和活动都应登记在我们的 ALGI Suite，一个全球可访问管理系统软件。

- ALGI recognizes strictly the Corporation’s official email domain in its communications.

ALGI 在日常沟通中，严格识别公司的官方电子邮件网络域名。

4.1. Specific provisions regarding software usage 关于软件使用的具体规定

4.1.1. ALGI Suite and ALGI Email Account Access Control

ALGI Suite 和 ALGI 电子邮件帐户访问控制

Individual’s Access to the ALGI Suite and Email account (hereafter referred to as ‘ALGI IT System) is controlled by the use of User IDs and passwords. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the ALGI IT systems.

个体访问 ALGI Suite 和电子邮件帐户（以下简称“ALGI IT 系统”）是通过使用用户 id 和密码来控制的。所有用户 id 和密码都是唯一分配给指定的个体，因此，该个体对所有在 ALGI IT 系统上的操作承担责任。

Individuals must not: 个体禁止：

- 4.1.1.1. Allow anyone else to use their user ID/token and password on any ALGI IT system or Email account.

允许其他人使用他们的用户 ID、密码登陆 ALGI IT 系统或电子邮件帐户。

- 4.1.1.2. Leave their user accounts logged in at an unattended and unlocked computer.

当电脑无人看管和无需解锁时，用户账户保持登陆状态。

- 4.1.1.3. Use someone else’s user ID and password to access ALGI IT systems.

使用其他人的用户 ID 和密码来访问 ALGI IT 系统。

- 4.1.1.4. Leave their password unprotected (for example by having it written down).

密码未受保护（例如，将其写下来）。

- 4.1.1.5. Perform any unauthorised changes to ALGI IT systems or information.


未经授权，对 ALGI IT 系统或信息进行更改。

- 4.1.1.6. Attempt to access data that they are not authorized to use or access.

尝试访问未经授权使用或访问的数据。

- 4.1.1.7. Exceed the limits of their authorization or specific business need to interrogate the system or data.

超过其授权范围或特定业务需要查询系统或数据。

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4.1.1.8. Connect any non-ALGI authorised device to the ALGI network or IT systems.

将任何非 ALGI 授权设备连接到 ALGI 网络或 IT 系统。

4.1.1.9. Store ALGI data on any non-authorized ALGI equipment.

将 ALGI 数据存储在任何未经授权的 ALGI 设备上。

4.1.1.10. Give or transfer ALGI data or software to any person or organisation, outside ALGI without the authorization of ALGI. Supervisors, country managers or regional managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

未经 ALGI 授权，向 ALGI 以外的个人或组织提供或转移 ALGI 的数据或软件。主管、国家经理或区域经理必须确保针对个人在 IT 系统和数据方面其权限的范围和限制，对每个个体进行明确的指导。

4.1.1.11. Every document generated by ALGI IT system has a control code that permits validate the genuinity of the document. Thus, you might never alter sensible documents such as TORs, receipts, audit plans, etc.

由 ALGI IT 系统生成的每个文档都有一个控制代码，允许验证文档的真实性。因此，您可能永远不能修改诸如 TORs、收据、审核计划等敏感性文档。

4.1.1.12. Cooperate with IT designated staff whenever they ask ALGI employee to change user's passowrds (ALGI International personnel's password would requiere update every three months, for the rest of the regions every month).

ALGI 员工应配合 IT 指定人员定期更改用户的密码（ALGI 国际的人员将每三个月更新一次密码，其他地区为每个月更新一次）。

4.1.1.13. IOS and windows are the prefered operating system.

IOS 和 windows 是首选的操作系统。

4.1.1.14. Webapplications are optimized to be worked on Chrome internet browser.

ALGI Suite 在 Chrome 网络浏览器上可以实现最佳运行。

4.1.2. ALGI Internet and email Conditions of Use (During working ours and outside working ours)


使用 ALGI 互联网和电子邮件的使用条件（工作期间和工作之余）

Use of ALGI internet and email is intended for business matters only. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to ALGI in any way, not in breach of any term and condition of employment and does not place the individual or ALGI in breach of statutory or other legal obligations.

ALGI 互联网和电子邮件的使用只出于商业用途。个人使用只有在以下情况下可以允许，该使用不得影响个人的业绩，任何情况下不损害 ALGI，不违反任何在职条款，不会将个人或者 ALGI 置于违反法定或其他法律义务的情境下。


All individuals are accountable for their actions on the internet and email systems.

所有个体都要对其在互联网和电子邮件系统上的行为负责。

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Individuals must not: 个体禁止:

- 4.1.2.1. Use the internet or email for the purposes of harassment or abuse.
使用互联网或电子邮件进行骚扰或虐待。
- 4.1.2.2. Use profanity, obscenities, or derogatory remarks in communications.
在交流中使用亵渎、淫秽或贬损的话语。
- 4.1.2.3. Access, download, send or receive any data (including images), which ALGI considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
访问、下载、发送或接收任何 ALGI 认为带有任何冒犯性的数据（包括图像），包括露骨的、歧视性的、中伤性的或诽谤性的材料。
- 4.1.2.4. Use the internet or email to make personal gains or conduct a personal business.
使用互联网或电子邮件来获取个人利益或开展个人业务。
- 4.1.2.5. Use the internet or email to gamble.
使用互联网或电子邮件赌博。
- 4.1.2.6. Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
以一种可能会影响其可靠性或有效性的方式来使用电子邮件系统，例如分发连锁邮件或垃圾邮件。
- 4.1.2.7. Place any information on the Internet that relates to ALGI, alter any information about it, or express any opinion about or in behalf of ALGI, unless they are specifically authorised to do this.
除非有特别授权，在互联网上发布将任何与 ALGI 有关的信息，更改任何有关它的信息，或表达对 ALGI 的任何意见，或代表 ALGI 发表意见。
- 4.1.2.8. Send unprotected sensitive or confidential information externally.
向外部发送未经保护的敏感或机密信息。
- 4.1.2.9. Forward ALGI mail to personal (non-ALGI) email accounts (for example personal hotmail account).
转发 ALGI 邮件到个人（非 ALGI）电子邮件帐户（例如个人 hotmail 帐户）。
- 4.1.2.10. Make official commitments through the internet or email on behalf of ALGI unless authorised to do so.
除非有授权，通过互联网或电子邮件代表 ALGI 进行官方承诺。
- 4.1.2.11. Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list), even to personal devices, without appropriate approval.
未经适当批准，下载有版权的材料，如音乐媒体（MP3）文件，电影和视频文件（非详尽的列表），至个人设备。
- 4.1.2.12. Incur in any way of infringing any copyright, database rights, trademarks or other intellectual property.
以任何方式侵犯版权、数据库权利、商标或其他知识产权。
- 4.1.2.13. Download any software from the internet without prior approval of the IT Department.
未经 IT 部门事先批准，从互联网上下载任何软件。

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4.1.2.14. Connect ALGI devices to the internet using non-standard connections.

使用不规范的链接，将 ALGI 设备连接到互联网上。

4.1.2.15. Open ALGI accounts/Profiles and participate on social networks on behalf of ALGI without explicit permission.

在没有明确许可的情况下，代表 ALGI，开设 ALGI 账户/个人资料，并参与社交网络。

4.1.2.16. In general, take advantage of ALGI hardware, software or IT human resources for deviated purposes other than ALGI Business.

一般来说，利用 ALGI 硬件、软件或 IT 人力资源的优势已实现 ALGI 业务之外的目的。

4.1.2.17. Forget to use the official distribution lists as specified by ALGI HQ for external communications.

忘记使用由 ALGI 总部指定的官方分发列表来进行外部通信。

4.1.2.18. Use other employee's digital signature without written consent of the employee and the formal authorization by a relevant manager.

未经员工书面同意，并由相关管理者正式授权，使用其他员工的电子签名。

4.1.3. Clear Desk and Clear Screen Policy

安全桌面和安全显示屏政策

In order to reduce the risk of unauthorised access or loss of information, ALGI enforces a clear desk and screen policy as follows:

为了减少未经授权访问或丢失信息的风险，ALGI 执行如下安全桌面和屏幕政策：

4.1.3.1. Personal or confidential business information must be protected using security features provided for example secure print on printers.

个人或机密的业务信息必须使用安全属性来保护，例如在打印机上提供安全打印。

4.1.3.2. Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.

电脑在无人看管的情况下，必须注销或锁定或用密码控制的屏幕锁定机制保护。

4.1.3.3. Care must be taken to not leave confidential material on printers or photocopiers.

必须注意不要把机密材料放在打印机或复印机上。

4.1.3.4. All business-related printed matter must be disposed of using confidential waste bins or shredders.

所有与业务有关的印刷品必须使用机密的垃圾箱或碎纸机处理。


4.1.3.5. Weekly perform information backup on ALGI authorized storage device.

每周在 ALGI 授权存储设备上执行信息备份。

4.1.4. Working Off-site 场外工作

It is accepted that laptops and mobile devices will be taken off-site. 笔记本和移动设备可以带至工作场所以外。

The following controls must be applied: 必须采用以下控制措施：

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4.1.4.1. Equipment and media taken off-site must not be left unattended in public places and not left in sight in any means of transportation (car, plane, train, bus).

带离工作场所的设备和媒介不得放置在公共场所无人看管，不得遗留在任何交通工具（汽车、飞机、火车、公共汽车）。

4.1.4.2. Laptops must be carried as hand luggage when travelling.

在旅行时，笔记本电脑必须作为手提行李携带。

4.1.4.3. Information should be protected against loss or compromise when working remotely (for example at home or in public places).

在远程工作时（例如在家里或在公共场所），应该保护信息不受损失或危害。

4.1.4.4. Mobile Storage Devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data.

移动存储设备，如 U 盘、CD、DVD 和移动硬盘，必须在网络连接不可用或没有其他安全方法来传输数据的情况下使用。

4.1.4.5. All ALGI equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and cameras, must be returned to ALGI at termination of contract. All ALGI data or intellectual property developed or gained during the period of employment remains the property of ALGI and must not be retained beyond termination or reused for any other purpose.

所有的 ALGI 设备和数据，例如笔记本电脑和移动设备，包括电话、智能手机、USB 记忆设备和照相机，都必须在合同终止时返还给 ALGI。在职期间开发或获得的所有 ALGI 数据或知识产权，其所有权属于 ALGI 所有，不得在终止后保留，也不得用于其他目的。

5. Final Remarks 结语

All data that is created and stored on ALGI computers is the property of ALGI. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. ALGI has the right (under certain conditions) to monitor activity on its system, including internet and email use, in order to ensure system security and effective operation, and to protect against misuse.

所有在 ALGI 电脑上创建和存储的数据都归 ALGI 所有。在适当的情况下，IT 系统日志将会记录，当合理怀疑存在违反本政策或任何其他政策的情况下，将进行调查。ALGI 有权利（在一定条件下）监控其系统的活动，包括互联网和电子邮件的使用，以确保系统安全和有效的操作，并防止滥用。

All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with ALGI disciplinary procedures.

将对所有违反信息安全政策的行为进行调查。如果调查发现有不当行为，将会遵循 ALGI 的纪律程序进行纪律处分。