

## **INFORMATION TECHNOLOGY POLICY EURO-MED LABORATORIES PHIL., INC.**

The aim of this policy is to provide guidelines for Directors, Officers and Employees to govern the use of Information Technology resources within the Company.

These information systems, which include but are not limited to computers, fax, printers, laptops, local area networks, telephones and other communications systems are the property or valuable asset of the Company. Individuals using these assets must be responsible to take prudent steps to preserve the integrity of the systems and their data. These assets must be used solely for business related functions only. All communications shall be professional in nature as they represent the Corporation, employees including its Board of Directors.

All requests for any information technology must be through the Corporation's EDP Department. Any and all changes or modifications, update must be made with the EDP Department only. The department shall be responsible to protect the corporate data and information systems. At no time, should these steps be bypassed. The unauthorized access will be subject to appropriate disciplinary actions including termination from employment.

The EDP Department shall be responsible for the back up of systems to ensure the safe and effective storage of critical data. The Department shall also develop and implement an anti-virus protocol to protect the data and systems that may damage or corrupt the Company's data. Protocols will be reviewed annually or more often as required.

Employees are responsible for ensuring that data is properly stored on the servers. These data are the property of the Company and must not be considered private.

Internet services may only be used for purposes to benefit the Company. It shall not be used to transfer informations and not to be used for commercial purposes outside those directly related to or benefiting the Company.

Electronic email likewise, shall only be used for purposes that directly benefit the Company.

The Company reserves the right to monitor the use of these assets and preserve data necessary to maintain compliance with the Corporate policy. The Company reserves the right to access the content of corporate files as deemed necessary. It also reserves the right to monitor e-mail use and review content and files on the e-mail system.

Violation of this policy or misuse of the corporate assets is subject to disciplinary actions including termination from employment. Violations may be reported in the contact in the Company's Whistleblower Policy.