

## **Software Usage Policy**

### **Objective**

To be a guideline for the implementation of various software installations in the organization to comply with the copyright law.

### **Criteria for installing and using software used within the company**

All computer systems used in the company must install software, operating systems, including various software programs that are right according to the copyright that the company has purchased for use in the organization. If there is needs to use additional software that is not the software that the company has a license to use must proceed according to the following criteria.

1. Able to install software for free Software Open Source, Software Beta Demo Software.

These software are licensed by the manufacturer to use for free or use work with some Limitations.

2. In the event that it is necessary to use various copyrighted software In addition to the fact that the company is allowed to carry out the procurement additional supply.
3. Licensed Software can be installed after the Company has been authorized or purchased only finished.

This policy shall be effective on 10 July 2016.

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