



MISC Portal Policy & Guideline

Version History

No.	Date	Version	Prepared by
1.	1 st December 2008	1.0	R W B R
2.	1 st August 2014	2.0	N B M N

Portal Policy & Guideline

1. Member Conduct

- a. Acknowledge that all information, text, graphics, logos, photographs, images, moving images, sound, illustrations, and other materials ("the Contents"), whether posted publicly or transmitted privately, are the sole responsibility of the person from whom such Contents originated published on the Portal are the sole responsibility of the person from whom such Contents originated.
- b. All members should not use any part of the Portal including Knowledge Management Centre (KMC) to:
 - i. upload, post, publish, transmit or otherwise make available any Contents that is against Company Policy, Company Image / branding, unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libellous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
 - ii. harm minors in any way;
 - iii. impersonate any person or entity or falsely state or otherwise misrepresent your affiliation with a person or entity;
 - iv. forge headers or otherwise manipulate identifiers in order to disguise the origin of any Contents;
 - v. upload, post, publish, transmit or otherwise make available any Contents that you do not have a right to make available in accordance with the laws of Malaysia" or under contractual or

fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);

vi. upload, post, publish, transmit or otherwise make available any Contents that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party;

vii. upload, post, publish, transmit or otherwise make available any unsolicited or unauthorized materials i.e. "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation.

viii. upload, post, publish, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;

c. In the event any members violated the above provisions, the administrator has the right to edit, refuse to post or to remove any material or comments submitted. ICT will also send a MEMO copied to the members Supervisor and Human Resource Management of the violation if deemed necessary.

d. In the event where any Contents or sites are removed / replaced by Administrator or any members, the restoration / recovery made by ICT will be based on best effort.

2. Procedure

- a. All users editing a page should not leave the page in edit mode without publishing and cause interruption to other users. Please make sure you publish the page to allow others to view the updated Contents.
- b. All request to create additional sites / change the portal structure / request for more storage must be logged via MISC Servicedesk at <https://servicedesk.miscbhd.com>

3. Focal Point

- a. All department focal point is responsible in managing the rights and permission of documents, pages, sites for their respective department.
- b. All focal point is responsible to housekeep the Contents in respective department sites.

From : MISC Group ICT