

Directive

7.16 Company Resources			
Source Document		Code of Conduct	
Content Owner		AkzoNobel Legal Group (ALG)	
Signed off by	Date	Executive Committee	July 16, 2015
Effective Date		August 24, 2015	
Purpose			
<p>The purpose of this Directive is to establish standards for appropriate and responsible use of Company Resources for their intended business purpose, and for protection of Company Resources against loss, damage or misuse.</p>			
Scope and definitions			
<p>This Directive applies to all business units, functional and country management and all employees.</p> <p>'Company Resources' means anything that belongs to AkzoNobel including property, assets, resources, information systems and IT (information technology) resources and facilities.</p>			
Directives			
<ol style="list-style-type: none"> 1. Company Resources are provided for use in relation to company business. They shall be used appropriately and responsibly and kept secure at all times. Company Resources shall not be used for personal gain or profit. 2. Company Resources may not be used in an unethical or illegal way or in any way that could embarrass, defame, misrepresent, or convey an unjust or unfavorable impression of AkzoNobel or its business affairs, employees, suppliers, customers, competitors, or stakeholders. 3. Employees must prevent theft, loss, damage and unauthorized use of Company Resources. Employees must ensure physical security of hardware provided. Any installation, change, removal, or personal use of software on AkzoNobel information systems must be authorized and managed by Information Management or their delegate. Removal of Company Resources from an AkzoNobel location requires management permission. 4. Access to information and information systems requires authorization. Users must secure business information by taking security measures in accordance with the Rules on Information Security and by storing data in accordance with rules and instructions from Information Management. Users must use passwords and other authentication means provided to them in a responsible way, keeping them personal and securing them against misuse. 5. Company Resources remain the property of AkzoNobel. 			

Related documents
11.01 Directive Information Management
11.01.3 Rules on Information Security
Manual on Industrial Control System Security
Information Security Manual