

## **FIXED ASSETS POLICY**

Company property includes but not limited to:

- Office furniture, computer, printer, mobile phone, pager, stationery, staff card, medical card, corporate card, telephone card and other office equipment and facilities;
- Company records and documents including memos, correspondences, forms, Board/Committee papers & minutes, library reference materials, company accounts, client related information, contacts, etc. in paper, tape, diskette or electronic form;
- Intellectual properties as defined in Appendix G, Employee's Proprietary Information and Inventions Agreement, which every new employee must sign on his/her first day of employment.

Employees should take good care of and avoid waste when using company property. It is employees' responsibility to safeguard the company property being used by them from damage and loss. They are liable for the replacement cost of damaged or lost items. Upon termination of employment, they should return all company property in their possession to the Company as appropriate.