	RESOURCE LIBRARY - IT TECHNOLOGY Internet – Email Code of Conduct	CODE: 08.01.004
		EDITION: 1
		PAGE 1 OF 2

AGREEMENT
Concerning the
Use of the Intranet, e-mail and the Internet within XYZ Hotels & Resorts.
 协议关于海拉尔百府悦酒店内网，邮箱及外网使用

Dear employee,
亲爱的员工们，

We would like to point out to you that the employer is the **owner of the entire data**, and therefore has the right to access **the data at any time, even after termination of the employment relationship**. The following persons, always two together, of the XYZ Hotel group are entitled to access the entire data: the IT security representative, the Managing Director, in each division the person responsible for the HR and the outside service provider. Your immediate superior or the IT Manager of the subsidiary will inform you as well of how the data has to be saved, stored and preserved in the archives (electronically and hard copy). Data means every possible kind of information, among others: work results, documents, correspondence and memorandums regardless of the form (e-mail, hard copy, word files, image files etc.).


在此我们指出，雇主是整个数据资料的拥有者。因此，员工有权利随时，甚至在终止雇佣关系之后，访问数据资料。以下隶属于际酒店集团的人员有权访问整个数据资料：信息技术安全代表，总秘，各部门负责人事及外部服务提供者的人员，但总是两个人一起访问数据资料。您的直接上级或子公司的信息技术经理会告知您如何在文件夹中保存、存储及保护数据资料（电子版及印刷版资料）。数据资料是指任何格式（电子邮件、印刷版、文字文档、图像文档等）、任何类型的信息，包括工作成果、文件、通信和备忘录等。

Moreover, we remind you of your duty of care and loyalty to the employer as well as your professional secrecy. This means that secret or confidential data or data that is not common knowledge may not be disclosed, published, communicated or otherwise made accessible or available to any third party (regardless of the form).

此外，我们提醒您，您对雇主及您的职业保密性负责及忠诚的义务。为避免任何第三方都有机会获取并使用这些数据资料（不管以何种形式），任何保密或机密数据资料，或非“公共信息”不应被披露、公布、沟通讨论。

The infrastructure of the Internet and Intranet are to be used for business matters. It is strictly forbidden to use the infrastructure for editing (load, save, alter, send etc.) illegal, sexual, pornographic, racist, violent, defamatory, libellous, offending or politically radical contents.
酒店的内外网，仅作商业用途，禁止用于编辑（下载，保存，更改，发送等）非法，有性，色情，种族歧视，暴力，诽谤，中伤，人身攻击或政治激进的内容。

As far as the use of the non-common drive (so called personal drive) is concerned, you can find the rules as now are or hereafter may be in force in the Intranet.

	RESOURCE LIBRARY - IT TECHNOLOGY Internet – Email Code of Conduct	CODE: 08.01.004
		EDITION: 1
		PAGE 2 OF 2

就非公共盘（所谓的个人硬盘）的使用，您可像现在这样查阅相关守则，或今后此守则可能在内网强制实施。

The employer shall monitor, or let monitor the observance of these directions. **Violations can be sanctioned.** Possible sanctions could be a reprimand or – in the worst case - termination of the employment relationship without notice. Furthermore, the employer reserves claims for damages. Any offence against the penal code or another penal provision will be reported to the police.

雇主有权监控或让人监控该守则的遵守情况。任何违反该守则的行为将受到惩罚。可能的惩罚手段可以是训斥或其它，最坏的情况是无预先通知终止劳动合同。此外，雇主保留对此等违反行为所造成的损失索赔的权利。任何违反刑法或刑事规定的犯罪行为将被报告给警方。

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Unless the employee's work results belong to the employer by operation of law or the regulations of the employment contract, it is hereby agreed that every copyright as well as any other intellectual property rights are transferred to the employer the moment they are created. 除员工的工作成果依现行法律或劳动合同规定归属于雇主外，特此同意任何版权及任何其它知识产权一被创造即转入雇主名下。

All of the employees accept that XYZ Hotels is the owner of every right of intellectual property of the XYZ Group and agree to respect these rights.

所有员工接受，际酒店是际酒店集团任何知识产权权利的拥有者，并同意尊重这些权利。

If you are not already working for the XYZ group, in the next few days your superior will introduce you to XYZ's computer system and show you how it can be used. In particular, you will be introduced to the use of the Intranet, e-mail, the Internet and the use of the drives made available to you (group drives, not public drives).

如您之前未在国际酒店集团工作过，那么在接下来的几天里，您的主管将会向您介绍计算机系统以及如何使用。特别是您将被告知如何使用内网，邮箱，外网以及你可以使用的硬盘（群组硬盘，非公共硬盘）。

PLACE, DATE: _____

地点，日期

READ AND ACCEPTED:

阅读并接受以上守则

THE EMPLOYEE: _____

员工签字