

QUICK CARD

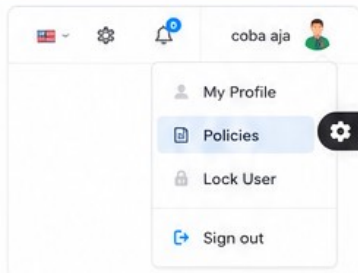
PENANDATANGANAN COMPANY POLICY

Ikuti langkah-langkah berikut untuk menandatangani Company Policy.



1 PILIH MENU POLICIES

Setelah login, pilih menu Policies di pojok kanan atas.



2 HALAMAN INFORMASI

Akan muncul halaman dengan informasi Company Policy. Klik Next untuk melanjutkan ke list Company Policy.

Company Policy

Company Policy berisi aturan dan kebijakan yang harus dipahami dan dipatuhi oleh seluruh karyawan.

Silakan klik Next untuk melihat daftar Company Policy yang tersedia.

Next

3 LIHAT & DOWNLOAD COMPANY POLICY

Setelah list Company Policy muncul di sisi kanan, klik icon mata untuk melihat detail dan mendownload attachment.

List All Policies View Policies				
Show	10	entries	Search:	
Action	Title	Created At	Added By	
	Annex C - Employee Compliance Disclosure and Declaration Company: Cotecna Inspection Indonesia	02-Jul-2026	Robi Sanjaya	
	Confidentiality & Non-Disclosure Declaration Company: Cotecna Inspection Indonesia	02-Jul-2026	Robi Sanjaya	
	Business Ethics and Compliance Code Company: Cotecna Inspection Indonesia	02-Jul-2026	Robi Sanjaya	
	Global IT End-User Regulations Company: Cotecna Inspection Indonesia	02-Jul-2026	Robi Sanjaya	
	Global Mobile Device Policy Company: Cotecna Inspection Indonesia	02-Jul-2026	Robi Sanjaya	
Showing 1 to 5 of 5 entries Previous 1 Next				

4 UPLOAD DOKUMEN YANG TELAH DITANDATANGANI

Setelah di download, silahkan isi dan tandatangani dokumen tersebut, lalu upload kembali dengan mengklik icon upload agar muncul halaman berikut.

Upload Assign Attachment
×

Search File / Document

No file chosen

Format yang diizinkan: pdf, docx, xlsx, png, jpg

5 PILIH FILE & SIMPAN

Pilih file yang telah ditandatangani, lalu klik Save untuk menyimpan.

Upload Assign Attachment
×

Search File / Document

Format yang diizinkan: pdf, docx, xlsx, png, jpg



Terima kasih dan selamat bergabung di Cotecna Inspection Indonesia.



NOTE: Bagi yang tidak memiliki corporate email tidak wajib menandatangani *Global IT end User Regulations*

QUICK CARD

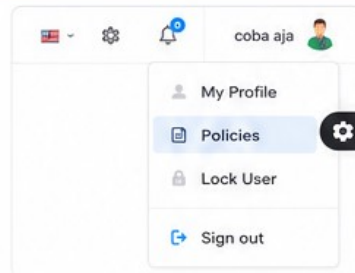
SIGNING COMPANY POLICY

Follow the steps below to sign the Company Policy.



1 SELECT POLICIES MENU

After login, select the Policies menu in the top right corner.



2 INFORMATION PAGE

An information page about Company Policy will appear. Click Next to proceed to the list of Company Policy.

Company Policy

Company Policy contains rules and policies that must be understood and followed by all employees.

Please click Next to view the list of available Company Policy.

Next

3 VIEW & DOWNLOAD COMPANY POLICY

Once the Company Policy list appears on the right side, click the eye icon to view details and download the attachment.

List All Policies View Policies				
Show	10	entries	Search:	
Action	Title	Created At	Added By	
	Annex C - Employee Compliance Disclosure and Declaration Company: Cotecna Inspection Indonesia	02-Jul-2026	Robi Sanjaya	
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Showing 1 to 5 of 5 entries Previous 1 Next				

4 UPLOAD THE SIGNED DOCUMENT

After downloading, please fill in and sign the document, then upload it again by clicking the upload icon to open the following page.

Upload Assign Attachment
×

Search File / Document

No file chosen

Format allowed: pdf, docx, xlsx, png, jpg

5 SELECT FILE & SAVE

Choose the signed file, then click Save to store it.

Upload Assign Attachment
×

Search File / Document

Format allowed: pdf, docx, xlsx, png, jpg



Thank you and welcome to Cotecna Inspection Indonesia.



NOTE: For those who do not have a corporate email, you are not required to sign the *Global IT end User Regulations*.