

Policy: IT

PL No.-54

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Applicability – All Employees on Company Roll

Total Number of Pages – 2

Here is what will be treated as the only IT Rules apply in the organization.

- 1) Company provided computers/laptops/mobiles/pen-drives/hard-drives and any other IT assets will only be used for their intended purpose only and only to the capacity the person is allowed to do so.
- 2) Users must not use company provided IT assets for surfing social media or any leisure activity which does not contribute to production and also kills the production time of staff.
- 3) No staff is supposed to use office network for downloading files which are personal and purely for entertainment purpose like movies, songs, TV Series etc.
- 4) Employees will not be given open access to install any software into their system, only IT department will decide and install software in their system.
- 5) Any safety, safekeeping of the provided asset will be sole responsibility of the employee.
- 6) Any damages to the IT assets caused by willful negligence, inaction or by known intent of the staff will be borne by the concern staff only.
- 7) Users will not allow unauthorized usage of their devices in office or at home.
- 8) Users must keep their computers/emails protected by a strong password, which is known to IT department apart from them. They must not share these with any other staff.
- 9) Users must not attempt to find out the passwords of other users.
- 10) Users must not download files or transfer from other devices which can corrupt their system or if they have suspicion about any file, then must take the advice of IT department before doing the transfer.
- 11) Users shall not open emails which are from sources that are suspicious.
- 12) Users shall never try tempering any of the hardware or software, if found so, they will borne all the damages.
- 13) Users must not use systems, softwares, programs, email, laptops, and computers for any other commercial or spamming purpose.



- 14) In case any of IT asset assigned to you is not working in proper condition or malfunctions, than you must get the help of IT department and do not do it yourself or get it done from any third party without their written consent.
- 15) Usage of compary related Business on personal mail is not allowed.
- 16) Management has full right to look into the systems/data of any employee at any time without notice.
- 17) IT department can also exercise this power as said in point 16 if assigned by the Management.
- 18) Any other policy related to data security, IT assets will also be applied fully.

Ok Approved

Written By

Head – HR



Approved

Approved By

Management