



INFORMATION TECHNOLOGY ASSET POLICY

SIGMOID INFORMATION TECHNOLOGY POLICY FOR USE OF COMPUTER & IT ASSETS AND FACILITIES

About Policy

Sigmoid ("Company") maintains certain policies with regard to the use and security of its computer systems, networks, and information resources. All users of these facilities, are expected to be familiar with these policies and the consequences of violation.

The Information Technology ("IT") Department, in consultation with the Management, guides, directs, and approves the establishment and implementation of policies, guidelines, and standards pertaining to the use of IT within Sigmoid.

This policy explains the behavior expected from the employees and also their obligations relating to use of Computer, IT Assets and other facilities provided by the Company.

Every employee who has custody of Company's IT Asset shall adhere to the following:

- a.** Not to leave PC unattended. Employee shall personally be responsible for misuse of any nature when he/she is away
- b.** Except under normal course of Business, Employee to not share Company's confidential information Nor proprietary / confidential information of Company's partner / customer / affiliates / associate / subsidiary with any person / entity.
- c.** Not to misuse the Internet access facility granted
- d.** Not to do personal work on the office computer / system
- e.** To provide System for virus/malware scanning whenever required / requested
- f.** To take print outs only when absolutely necessary
- g.** To exercise great caution while using the "Reply All" option for mails to ensure that it is sent to only such persons as is necessary
- h.** To be vigilant while downloading any Software / Program / Video / etc. All downloads should only be for official purpose
- i.** All passwords must be kept confidential
- j.** To avoid using personal systems / laptops for official purpose
- k.** Employee shall avoid using Company email id to register for a service, newsletter, or other resource that is not for official purpose
- l.** Employee shall not download Cracks, Warez, or other illegal Software

- m.** Company will cover all repairs except Physical & Liquid damage or anything by external factor (Defects are covered but damages are not covered). For damages which are not covered employee will have to pay for the repair of the IT asset. The amount will be deducted from his salary.
- n.** All Company's IT Assets, facilities and information resources shall always remain the property of Company and not of any individual.

The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said policy as it deems appropriate from time to time in its sole and absolute discretion.

Further Questions/Information

If you have any questions or information regarding this policy, you may contact us via provided on this site. These terms and conditions shall be governed by and construed in accordance with the laws of India and any dispute shall be referred to ranjith@sigmoidanalytics.com.