

Vedanta Limited (Sesa Goa Iron Ore)

Document: Version 4.0

Desktop Policy

DOCUMENT CONTROL

Document Owner

DESIGNATION	DATE	SIGNATURE
CISO(IOB)	18-Sep-2023	Electronically Reviewed

Approver

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CITO(IOB)	03-Oct-2023	Electronically Reviewed

Revision History

VERSION	DATE	DESCRIPTION
2.0	21st Sep , 2020	Document reviewed
3.0	11th Oct , 2021	Document reviewed , Scope updated
3.1	20-Sep-2022	Document reviewed , Scope updated
4.0	18-Sep-2023	Reviewed and Updated

Overview : This policy details eligibility for Desktops for employees in Vedanta Limited – Sesa Goa Iron Ore Division including SRL and SMCL in Goa, Karnataka, Odisha and Liberia, Pig Iron Division, Met Coke Division, Power Division in Goa, Sesa Coke, FACOR – Odisha, MALCO Energy and Nickel Business, VGCB, Visakhapatnam and Sesa Cement , referred as Sesa Group in this document.

The policy is based on the philosophy that Desktop is a business tool and not a perquisite, which will be provided on employees on need basis.

Entitlement : Desktop entitlement is purely need (and not grade) based. The Desktop make/model/ specification will be determined by the IT department considering the hardware, software, Application requirements, cost, etc.

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Desktop Requisition Process : Employees (both existing as well as new) requiring Desktop will have to apply through email with approval from their department HOD's.

IT dept will initiate the procurement and CER process for approval based on the internal capexpolicy in place.

Time Frame :

1. Desktops may be considered for replacement after 5 years. IT department would check & recommend for upgrade / replacement
2. In the event of malfunctioning of the Desktop, the concerned employee should contact the IT department to have the same rectified.
3. Employees using the Desktop will have to intimate his HOD and IT dept at the time of retirement/separation of employment / change of role where entitlement criteria as defined above is not met , So the same Desktop can be allocated to another person.

Responsibilities :

The general usage of Desktop is for ERP-SAP, MS Office (such as Excel, Word, Power point),Email and internet access.

1. The user need to ensure that only licensed software is loaded on the Desktop at all times. This includes the operating system, MS Office / O365 , anti-virus , DLP , Anti-APTsoftwareetc.
2. The versions of the respective software should be in line with the policy of the IT department.
3. Employees using the company Desktop will be responsible for its safety and good working condition.
4. Data Security and secrecy is very critical and all the users have to ensure that the Data is protected and not shared to any outsider, without the proper consent

Any deviation from the policy would be approved by CITO and CFO. The

Company reserves the right to modify the policy from time to time.

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