# Software Compliance - DO's and DON'Ts

Virtusa respects the Intellectual Property of all software publishers and insists that all users working for Virtusa, also follow the terms of use as per the license agreements of each software publisher.  It is important that each user is aware of the Virtusa Software Licensing Compliance Policy and Software Usage Policy.  The gist of these policies is mentioned in the following Do's and Don'ts.  It is a must that all users working for Virtusa abide by the software terms of use and other intellectual properly laws to maintain 100% compliance at all times. Please acknowledge your acceptance to abide, by reading and signing the below compliance sheet.

## Commercial Software Licenses

- Commercial software can only be used with a license
- Every commercial software will have "Terms of use" mentioned in its license agreement. Please ensure that software is strictly used as per these terms
- Commercial software should NOT be installed without clearance from Compliance Team
- Dumps/Repositories of commercial software are NOT allowed. Do NOT keep software setup files of the client on your systems.
- Do NOT distribute setup files without clearance from Software Compliance Team. Please hand over commercial software setup files to IT Team formally.
- Software license keys should NOT be shared
- If software needs a client or browser for connectivity, all linkages to servers can be tracked by auditors. Please have a license copy specifically for the authorized server and do NOT connect to any other server.

## Customer Software

- Customer software can ONLY be used after written authorization from the customer containing license copy, tripartite agreement, email mentioning the user(s) machine(s) on which it is to be installed, period of usage and geography of usage.  This should be approved by Compliance Team
- Software belonging to one project should NOT be used for another project.
- Client license keys can ONLY be used for the client's project. On NO account should the customer's key be used for any other project

## Evaluation Software

- Evaluation software should NEVER be used on production machines.  Please abide by terms of use of the End User License Agreement (EULA).
- Evaluation software should NEVER be used to connect to Customer machines.  Auditors will treat this as production use

**Unapproved Categories of Software**

- Cracks, Torrents, CD/DVD Burners, commercial software without license, are strictly prohibited

**Version/Edition License Compliance**

- Software is licensed for a particular version/edition. Do NOT use a later version/edition than what is authorized
- Be aware of the Licensing type before usage (per seat/concurrent/named user/processor based/etc) & follow the type of usage permitted

**Uninstallations**

- Uninstalling commercial software, does not necessarily reduce liability. So ensure license is available, BEFORE the installation is done. Uninstallation of commercial software should be performed by the IT team. Please raise helpdesk tickets to communicate uninstallation requirements.

**Downloads/Uploads**

- Do NOT download or upload illegal software over the internet. Identified Instances of software piracy and software misuse will have serious repercussions.

Please read the Software Compliance Policies viz., Virtusa Software Licensing Compliance Policy, Software Usage Policy, List of unapproved categories of software, hosted under http://vplusteam/sites/IT/IT/default.aspx

## ACKNOWLEDGMENT

I acknowledge that I have reviewed and understood the above. I will comply and abide fully with the Virtusa software compliance policies and Dos & DON''Ts.


Signature: _____

Name (Printed or typed):_____

Position: _____

Date : _____