

**MANDATORY ACCEPTABLE USAGE AGREEMENT FOR SR INTELLIGENT TECHNOLOGIES INDIA PRIVATE  
LIMITED COMPUTING SYSTEMS AND SERVICES**

This agreement is made as of \_\_\_\_\_ Between SR Intelligent Technologies India Private Limited and the Employee (Details Mentioned Below)

Employee Name: \_\_\_\_\_

Employee Id: \_\_\_\_\_

Employee Designation: \_\_\_\_\_

And valid till the entire tenure of the employee with SR Intelligent Technologies India Private Limited either directly or indirectly.

Data, computing systems and services are critical assets used by SR Intelligent Technologies India Private Limited to achieve its business stated goals. Consequently, it is the responsibility of every person accessing SR Intelligent Technologies India Private Limited Information Processing Systems to use them in an ethical and secure manner. This declaration is to be signed by the User to signify awareness and willingness to protect data and computing related services of the SR Intelligent Technologies India Private Limited, Subsidiaries and its clients. The user is required to read and accept this declaration in order to gain access to computing services.

Scope

This policy applies to anyone with authorized access to the SR Intelligent Technologies India Private Limited's information system resources, including permanent and temporary employees, or third-party personnel such as contractors, consultants, and other parties with valid SR Intelligent Technologies India Private Limited access accounts. This policy also applies to all equipment that is owned or leased to SR Intelligent Technologies India Private Limited or connected to any SR Intelligent Technologies India Private Limited resources.

Exceptions and Deviations

Any exceptions or deviations for the below requirements shall need CEO's Approval and SR Intelligent Technologies India Private Limited Client Line Manager Approval.

Users are required to adhere to the following control requirements

1. User shall use SR Intelligent Technologies India Private Limited data and computer systems only for legitimate business purposes.
2. Do not use SR Intelligent Technologies India Private Limited computing services to view pornographic material, or visit sites used for gambling, games, hacker or cracker sites, or other potentially unethical material.

**Address:**

SR Intelligent Technologies India Private Limited  
203 & 204, 2nd Floor, Trishul Plaza, Nanjappa Gardens, Babusapalya, Kalyan Nagar, Bangalore-560043  
Karnataka, India, Email: [info@srintelligenttechnologies.com](mailto:info@srintelligenttechnologies.com), Website: <https://sritgroup.com>

3. Users will ensure that passwords are kept confidential and never disclosed to anyone at any time. Users shall also not ask others (including customers and colleagues) for their passwords.
4. Workstations, laptops and all end user systems shall be always manually password locked (CTRL + ALT + DEL) if left unattended.
5. User shall not install or utilize methods that circumvent the security controls on SR Intelligent Technologies India Private Limited systems and shall only access information that they are authorized to access.
6. Users shall not Install, plug-in or change any hardware, software (e.g. evaluation software, unlicensed software, freeware, demonstration software, or applications). Any installations will have to be carried out by Service Desk with authorization from SR Intelligent Technologies India Private Limited IT & its client.
7. Sensitive information (such as customer profile information, financial data, vendor contracts etc.), which are not work in-progress state, shall not be stored in the user workstation.
8. All sensitive information shall be stored in the central file server. The user shall get necessary approvals from the department head and the logical security team shall create the folders and provide necessary access to the user to store the files.
9. While carrying or leaving laptops unattended please ensure to secure them from physical security aspect. Loss / Misplacement / Theft of laptop / Access card / blackberries or any other devices provided by or connected to the SR Intelligent Technologies India Private Limited must be immediately reported as a security incident to the IT Service Desk and IT SOC.
10. Users shall use only SR Intelligent Technologies India Private Limited approved and authorized devices for connecting to the corporate network. (For any clarifications or queries you may please contact IT Service Desk).
11. Do not provide third parties with any SR Intelligent Technologies India Private Limited data without the necessary authorization.
12. It is user's responsibility to ensure the security of the organization's data. Ensure that access to hardcopy reports containing SR Intelligent Technologies India Private Limited sensitive data is restricted to authorized recipients only. Shred printed reports / records before disposing them to ensure that they are not in readable state.
13. User shall not copy, print, capture, take picture etc. of business sensitive information belonging to SR Intelligent Technologies India Private Limited for unauthorized purposes.
14. Do not use unauthorized data obtained from outside the SR Intelligent Technologies India Private Limited. Users must only use legally authorized data on SR Intelligent Technologies India Private Limited Systems.
15. Do not use external devices such as USB / CD/DVD's etc on SR Intelligent Technologies India Private Limited Systems without adequate approval from RISK (IT Security).
16. Personal removable media shall not be used to connect to SR Intelligent Technologies India Private Limited computing resources. Users shall be accountable for:

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- a) Copying SR Intelligent Technologies India Private Limited / Customer / Third party sensitive information into any removable media which could cause confidentiality breach
  - b) Causing transmission of malicious code from removable media into SR Intelligent Technologies India Private Limited's IT Infrastructure.
17. Users shall always use their digital signatures for any email-based approvals.
18. Users shall not use personal e-mail addresses or third-party chat applications such as WhatsApp, Skype, BBM, Chat On etc. for any kind of sensitive communication with the customers or third parties.
19. Do not broadcast, re-broadcast or participate in letter writing campaigns, chain letters, solicitation, virus infection warnings, or reply to, chain mail or virus hoax type emails or other activities that might be construed as illegal or unethical. Report any such instances to the IT Service Desk.
20. Users shall not use the SR Intelligent Technologies India Private Limited specific e-mail address for registering in any public forums or subscriptions that are not related business.
21. Users must be extremely cautious when opening e-mail attachments received from unknown senders as they could contain viruses or malicious code.
22. Due care should be taken when posting information on the Internet including social media sites. Information posted must not impact SR Intelligent Technologies India Private Limited reputation or affect customers.
23. Employees must not post any sensitive information such as Internal processes, memos, customer information on Internet or social media sites.
24. Users must be aware that the data they create on SR Intelligent Technologies India Private Limited systems remains the property of the SR Intelligent Technologies India Private Limited. The SR Intelligent Technologies India Private Limited has the right to access all information stored on any device belonging to the Organization. This includes personal emails, documents, or communications transmitted or stored on SR Intelligent Technologies India Private Limited resources.
25. Users shall protect the Intellectual property rights of third parties and the SR Intelligent Technologies India Private Limited
26. SR Intelligent Technologies India Private Limited employees shall sensitize their guests, vendors or other third parties against possible violation of this standard in sensitive areas and shall be held accountable for any violation(s). SR Intelligent Technologies India Private Limited's employees shall, therefore, always escort third party users, when entering or staying in Operational sensitive areas
27. All Computing systems and services activities are subject to covert monitoring.

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**Responsibility & Enforcement:**

The employee shall take the complete responsibility for all the information security measures and 100% adherence of policies and Acceptable Usage terms of SR Intelligent Technologies India Private Limited and its end client.

Non-conformity with the above may result in disciplinary action being taken against SR Intelligent Technologies India Private Limited. Such action will include but not limited to suspension, termination of contractual arrangements, civil or criminal prosecution and any other appropriate disciplinary actions

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Signature of the Employee & date

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