



# Guidelines on Internet Usage



TRIANZ INTERNAL

[trianz.com](http://trianz.com)

## Statement of Confidentiality

The information contained in this document is internal to Trianz. It shall not be disclosed, duplicated, or used for any purpose other than that stated herein, in whole or in part, without the express written consent of Trianz.

### Information Classification

<input type="checkbox"/>	Public
<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	Confidential
<input type="checkbox"/>	Restricted

## Table of Contents

1. OVERVIEW	4
2. SCOPE	4
3. REFERENCE(S)	4
4. RULES	4

## 1. Overview

The company utilizes Internet as a critical resource to carry on the business processes. Therefore, Trianz has developed systems & procedures to ensure that Internet is used only for business purposes in a secure manner.

## 2. Scope

To stipulate a framework for ensuring all legitimate use of internet for business needs of TRIANZ are met and the utilization of organizational internet resources is optimal.

## 3. Reference(s)

IT Operations Process

Anti-virus Policy

## 4. Rules

All Internet communication is to be logged, monitored and audited periodically, for unauthorized access and ensuring availability.

### **Access:**

All users shall be provided access to the internet by default. IT Department is authorized to give Internet access to Trianz users at the time of joining by a Service Request from HR.

The sites that he/she is allowed to access on the Internet shall be based on the official work requirements.

Users shall need to enter their username / password to access any site on the internet.

### **Use of Non-Standard Internet sources:**

Only the authenticated users are allowed to access Internet. Users should not access internet via dial-up access, PSTN, CDMA, GPRS, EDGE, and GSM etc. or any other means as it is not permissible within office premises of Trianz.

Users who have been authorized by CIO / IT Manager to access Internet on their hand-held computing devices should ensure that they do not use these computing devices to access Internet on any device connected to Trianz network.

### **Use of firewall, proxy & URL-Filtering:**

All Internet activities shall pass through firewall, proxy and URL-Filtering gateway.

### **User Authentication & Authorization:**

All Internet access is governed by Trianz Domain access and authorization.

### Gateway level Virus scan:

Anti-Virus policies also apply to all Internet activities

- Internet Usage Code of Conduct:
- Use of Trianz information systems to access Internet for personal purpose is discouraged.
- Employees have no ownership or privacy rights, to any information gathered via online resources.
- Trianz has the right to monitor all online communication (Including email and online access to internet). It is the policy of the company that all information stored on company computers belongs to the company, and the company may inspect all such computers and information at any time as necessary for the conduct of its business.
- Trianz specifically prohibits the use of the Internet or other electronic communications services or equipment to access, download or transmit materials that can be interpreted as pornographic or obscene, concerning non-discrimination and harassment, including sexual harassment.
- Trianz shall not be responsible for material viewed or downloaded by users from Internet. The Internet is worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users access the information over the Internet at their own risk
- Trianz reserves the right to record the location of all Internet sites accessed by users. Company reserves the rights in its sole discretion to share this information or make public a complete listing of all sites visited by the users to any requesting party.
- Trianz reserves the right to block users from any internet resources including, but not limited to those which company determines in its sole discretion to have no legitimate company purpose or which could have detrimental impact on company computing resources i.e. web mail, chat etc.
- The users' use of the system should not have a noticeable effect on the availability of the system for other users. Therefore, a user should not participate in online games, or have active any web channels that broadcast frequent updates to his/her PC, such as the BBC News tickers, Cricket updates etc.
- As per download policy, the users are not allowed to download any screensavers, wallpapers, songs, music, videos etc. This shall be considered an offence.
- Users are not allowed to upload any kind of information over the Internet, except for information for official purposes only, after approval from Head of Department / Director.
- Trianz reserves the right to take disciplinary action up to and including termination against users who violate the Trianz's Rules on Internet Usage.

## For Trianz Process Improvement Group (TPIG) Purpose Only

### Version History

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
0.0 0	Jyotessh G Nair			26-Feb-07	Draft	<ul style="list-style-type: none"> <li>None</li> </ul>
1.0 0	Jyotessh G Nair			26-Feb-07	Baseline is approved by Zulfikar Deen.	<ul style="list-style-type: none"> <li>Approved Baseline.</li> </ul>
1.0 1	Bharatee sha B R			24-Feb-09	New Asset Management Framework	<ul style="list-style-type: none"> <li>Changed the title from Policy to Rules on Internet usage</li> <li>Removed Section</li> <li>Enforcement,</li> <li>Documentation</li> <li>Framework</li> <li>Added Document</li> <li>Classification Scheme</li> </ul>
2.0 0	Balu Nair			29-Feb-09	Approval for Baseline	<ul style="list-style-type: none"> <li>Baselined</li> </ul>
2.0 1	Chakravarthi			30-Dec-10	QMG review	<ul style="list-style-type: none"> <li>Formatted entire document</li> </ul>
3.0 0	Chakravarthi			31-Dec-10	Request for baseline	<ul style="list-style-type: none"> <li>Baseline</li> </ul>
3.0 1	Srilakshmi			24-May-11	QMG Review	<ul style="list-style-type: none"> <li>Modified release id in header and cover page</li> </ul>

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
4.0 0	Srilaksh mi	•		24-May-11	Approval for Baseline	<ul style="list-style-type: none"> <li>Baselined</li> </ul>
4.0 1	Sudhars ana			3-Aug-11	QMG review	<ul style="list-style-type: none"> <li>Replace Owner with Management Representative in place of CIO</li> <li>In Document</li> <li>Classification</li> <li>Scheme,</li> <li>"Retention period is 3 Years" row is removed</li> </ul>
5.0 0	Sudhars ana			3-Aug-11	Request for baseline	<ul style="list-style-type: none"> <li>Approved and Baselined</li> </ul>
6.0 0	Sudhars ana			28-Sep-12	QMG review	<ul style="list-style-type: none"> <li>Formatted as per latest template format</li> </ul>
6.1	Pranesh Kulkarni	Pranesh Kulkarni	Gangadhar	30-July-21	For review	<ul style="list-style-type: none"> <li>Updated with new template</li> </ul>
7.0 0	Pranesh Kulkarni	Pranesh Kulkarni	Gangadhar	30-Ju-21	Baseline	<ul style="list-style-type: none"> <li>Baselined</li> </ul>
7.0	Krutideeptha	Karthik N	Karthik N	12-Aug22	For Review	<ul style="list-style-type: none"> <li>Reviewed with No Change</li> </ul>
7.0	Krutideeptha	Vijaya R		03-June-24	Annual Review	<ul style="list-style-type: none"> <li>Reviewed with No Change</li> </ul>
7.1	Vijaya	Balu		26-May-2025	For Annual Review	<ul style="list-style-type: none"> <li>Migrated to a new template</li> </ul>
8.0	Vijaya	Balu	Srikanth M	29-May-25	For Approval	<ul style="list-style-type: none"> <li>Approved and Baselined</li> </ul>



## Contact Information

Name

Email

Phone

## Thank You

[infosec@trianz.com](mailto:infosec@trianz.com)



The content in this document is copyrighted; any unauthorized use – in part or full – may violate the copyright, trademark, and other laws. This document may not be modified, reproduced, or publicly displayed, performed, or distributed, or used for any public or commercial purposes. The Trianz name and its products are subject to trademark and copyright protections, regardless of how and where referenced.