

Wissend Consultancy Services Pvt Ltd (WCS) Mobile Usage Policy**Introduction**

Cell phone is a handy equipment with versatile features. It can be used to take pictures, send e mail and transfer documents and therein lies, its- bane - it can be misused to breach data confidentiality. We are in the business of processing sensitive data entrusted to us by our clients. It is our responsibility to take all measures to protect the integrity and confidentiality of our clients data and hence the imperativeness of restricting the use of cell phones at work place to guard against its misuse.

Objective

To foster work etiquette that guarantees absolute confidentiality and security of the data that we process for our clients.

Definitions

- Company 'shall mean and include WCS in Chennai (Dharma Tower and temple tower)
- "Concerned personal" shall mean and include all trainees and employees up to all FTE's, temporary staff members and project trainees.
- "Exempted personnel" shall include
- All employees whose designation is TL & above, Directors, chairman, and support team (IT, Admin, HR & finance irrespective of grades)
- The above personnel are permitted to carry their cell phones into the company's premises since the use would enhance their efficiency in discharging their duties

Code for cell phone use

- The exempted personnel under this policy shall not be permitted to use camera phones except for those have approvals from the management to use in the production floor. However, these personnel are expected not to use camera feature in company's premises.
- All concerned personnel covered under this policy are requested to observe the following guidelines while using cell phones.
- Depending upon the business requirements, the company shall install locker in its facilities for safekeeping of cell phones. These personnel are required to keep their cell phones in the locker at the pantry.
- Keys shall be provided and it's the responsibility of the key holder to keep the key safe.
- Usage of cell phones at the production floor is strictly prohibited
- On completion of their shift, the cell phone should be taken back to make lockers available for use by next shift duty these personnel. So lockers are not being permanently locked or earmarked for continuous/exclusive use by any of these personnel.

Compliance and monitoring procedure

In the business interest of the company, each team lead, project manager, department head shall sensitize their respective team members about this policy and ensure strict compliance.

The administration/IT team is responsible for enforcing this policy on the production floor. Hence designated team members from the admin/IT function shall carry out frequent checks to ensure the compliance and shall have the authority to seize the cell phone from the concerned personnel covered under this policy as well as to open any locker found to be permanently locked under suspicious circumstances.

MOBILE USAGE POLICY

(Info Sec- IT policy)

The admin team member involved shall represent the details of the instance to the respective unit HR representative, who in turn shall investigate the same, seeking necessary clarification from the PM/Department Head. The findings shall be forwarded to the unit head for review

The admin dept shall hold the mobile (along with the active sim) in possession for a minimum period of one week and shall return to the same back to the owner based on the recommendation received from the unit head.

General

The policy outlines the spirit behind the company's approach in streamlining its processes/policies. Therefore, employees are expected to respect the rules, standard procedures governing this policy. Where circumstances are abnormal or situations are not anticipated or defined in this policy arise, such matters should be referred to the HR department for resolution in a manner that is consistent with the whole aim and spirit of this policy

Deviation to this policy in any form will not be entertained and will be viewed seriously.

This policy supersedes all the other policies, procedures and practices prevalent on this subject till date.

Company reserves rights to add to, alter to, amend or cancel this policy at its discretion if needed, in future

Approved By
Associate Director

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.