

<b>kochartech</b>	<b>KOCHAR INFOTECH LTD.</b>	DOC NO : KIL/HR/IT/02 REV. NO : 2.1 W.E.F : 15/09/2017
	<b>IT Department Resource Usage Policy</b>	

- A - Cyberoam ID Creation Form
- B - Domain ID Form
- C - Email ID Form

**Statement of Purpose:**

This policy is intended to ensure that all Kochar Associates understand the legal requirements Of software usage and that no computer software may be loaded onto or used on any Computer owned or leased by Kochar unless the software is the property of or has been Licensed or approved by Kochar.



**Scope:** This policy applies to all employees of Kochar.

**Usage of Software:**

No computer software, including without limitation operating programs, parts of operating programs, additions and enhancements to operating programs, programs derived from or developed with an operating program, electronic data compilations, fonts, music, video clips, and graphics, may be loaded onto or used on any computer owned or leased by Kochar unless the software is the property of or had been leased by Kochar or has been licensed or approved by Kochar.

Software purchased or by Kochar or residing on Kochar owned computing devices is to be used only within the terms of the license agreement for that software title. Unless otherwise specifically provided for in the license agreement, any duplication of copyrighted software, except for archival purposes is a violation of copyright law attracting action by Kochar as covered by Clause 4 and contrary to Kochar’s Software usage policy.

**Appropriate Usage of Computer Resources:**

**Introduction:**

Computers and computer software are Integral components of the workplace and primary vehicles for business communication. In an effort to ensure maximum efficiency, productivity and security, the following procedures are set forth with regard to the use of Kochar's Information and Communication Resources (including but not limited to Computers, Computer Software, and Electronic Mail, Internet Access collectively referred to as "Resources"). These procedures apply to Associates of Kochar and all others who have access to Kochar's Resources (collectively referred to as "Users").

**General Principle:**

Computer Resources that are provided to authorize Kochar Associates shall be used for legitimate business purposes only, unless the User has prior Management approval. With such management approval, limited non-business use which is not an abuse of Kochar time or which does not violate The Spirit and Letter of Kochar's policies may be permissible. Kochar reserves the right, at any time and without the consent of the user, to monitor usage of such Resources, including but not limited to monitoring the user's access to the Internet, to ensure appropriate usage.

**"Appropriate Usage" does not include, for example:**

- Accessing, downloading, printing, transmitting or otherwise conveying unprofessional, offensive, intimidating or harassing materials or communications, including but not limited to materials.
  - Accessing another co-Associate's computer
1. Without the Associate's express consent;
  2. Without the approval of a manager who determines that there is a legitimate business need for the individual to access a co-Associate's computer; or
  3. Unless an individual's job responsibilities necessitate
    - Access to the co-Associate's computer/software for the purpose of repair/maintenance work, installation of software and other appropriate business; using Resources to solicit outside business ventures or other actions inconsistent with or which violate Kochar Policies;
    - Downloading software from the Internet or transmitting confidential Kochar information over the Internet without the assistance of a knowledgeable Kochar Information Management professional who is capable of ensuring such protections as screening for viruses, encrypting confidential information, etc.; copying or usage of software which is inconsistent with any vendor's license agreement, sending "chain" letters or other personal mass mailings which do not have a legitimate business purpose over the Kochar Net or the Internet
    - Conducting or attempt to conduct, any activities as would be likely to impair or damage the reputation or interests of Kochar.
    - Copying or installation and usage of software that is inconsistent with any vendor's license agreement or using un-licensed software

**Information protection:**

Users should be aware that information transmittable or accessible through Kochar's resources may classify as per information classification. Users must safeguard Kochar information and information belonging to others such as Kochar customers, partners and suppliers from unauthorized or accidental disclosure, modification, damage or destruction, consistent with Kochar Policy and the Information Classification Guideline. Users should notify Investigation officer of any unusual systems behavior immediately, since such behavior may indicate a computer virus infection or other security problem.

**Policy for Domain Users:**

1. Change you default password. Password should be 7 characters long, it should contains small & uppercase alphabets and should have numeric character and should not contain user name.
2. Do not share your password with others.
3. Keep changing your password regularly at least twice in a month.
4. You are not allowed to play games/songs/movies or media files online or any PC. Also do not store these files on any pc or server or on share resources.
5. Do not install any kind of application/software without the permission of IT department

**Declaration:**

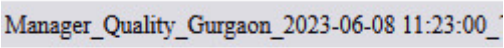
**Using the resources of IT Dept. of Kochar Infotech Ltd. I hereby declare that**

- I will not share my password with others
- I will change my password on regular interval.
- I will not store and play any media files, songs or games on any PC.
- I will not use any CD, USB storage device or any external storage device without permission of IT Department.
- If I will be provided an internet account my daily bandwidth usage will not exceed more than allowed limit.
- I will not misuse any facility provided by IT Department.
- Conducting or attempt to conduct, any activities as would be likely to impair or damage the reputation or interests of Kochar. I will never attempt to conduct, any activities as would be likely to impair or damage the reputation or interests of Kochar.
- **I have read IT Department Resource Usage Policy and I will comply the same.**

If I found to violate the above rules, then I will be responsible by my own.

**Name** : astha referee

**Employee ID** : \_\_\_\_\_

**Employee Signature** : 

**The following information must be provided by Approver**

**Cyberoam ID** : Should allow mail sites access like yahoo:

: Should allow messenger access like msn:

: Should allow shopping site access:

: How many hours per month to be allowed:

: How much data transfer is allowed per day:

: For what purpose user needs internet access:

**Date** : 2023-09-27