

OPERATIONAL MEMORANDUM – USE OF COMPANY SYSTEMS & ASSETS

From: Management

To: All Employees and Contractors

Company: VARIANT CONSULTING GROUP PRIVATE LIMITED

Date: 3 July 2021

Subject: Acceptable Use of Company Systems, Assets, and Resources

1. PURPOSE

This Memorandum defines acceptable and prohibited use of Company systems, technology, and physical assets.

2. AUTHORIZED USE

Company systems and assets shall be used:

- a) solely for legitimate business purposes;
- b) in accordance with Company policies;
- c) with due care and responsibility.

3. PROHIBITED USE

The following are strictly prohibited:

- a) personal commercial use;
- b) illegal or unethical activities;
- c) unauthorized software installation;
- d) bypassing security controls.

4. MONITORING

The Company reserves the right to monitor systems usage in accordance with applicable law.

5. VIOLATIONS

Misuse of Company assets may result in disciplinary action including termination and recovery of losses.