

## **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.