

Information Security Policy Signoff

Version 3.3/ 23rd Aug 2019

LTIMindtree Limited

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| Information Security Policy Signoff |
| Author: Corporate Information Security and Risk Group |
| Version : 3.3 ; Date: 23rd August 2019 |

Scope

LTIMindtree Information Security Policy Statement:

“Everyone at LTIMindtree is committed to protect Confidentiality, Integrity and Availability of information assets for our employees, vendors, partners and most importantly for our clients and their customers.
We shall proactively ensure holistic security of these information assets by continuously evolving information security management system as our first line of defense, well integrated with the business processes.”

Information Security has several components and it is necessary to address every one of them. While the many of the aspects of security are addressed by the technical departments and the system administrators, every user has responsibilities to ensure effective Information Security. This document brings out in a summary form certain “Do’s and Don’ts” for Personnel to ensure Information Security. The full policies to be followed by all users are detailed in the LTIMindtree Information Security policy document – Corporate Information Security Manual (CISM) hosted at the IT Security Intranet site (<https://itsecurity.ltimindtree.com>). Users are required to go through the policy and ensure strict compliance with the same. All updates to policies are posted on Information Security website and the user shall visit Information Security website regularly to get the updated information. These policies shall be followed by all users irrespective of whether they are working on LTMindtree systems or Client systems and at LTIMindtree offices or at Client locations. All Personnel and Contractors (jointly termed as “Users” under this Policy) shall sign this document as a commitment to follow the LTIMindtree Information Security policies.

Policy:

User Responsibilities

- All information on LTIMindtree provided devices including computers, phones or mobile devices is the property of LTIMindtree and subject to LTIMindtree’s data retention and destruction policies
- Users shall use strong password(s) while sharing any folder(s) on the networks and remove shares when work that require sharing is completed
- All LTIMindtree employees are required to undergo mandatory online information security awareness training and assessment at least once in a year. In case of failure in attending the training module, Email ID of the user shall be revoked
- Keep passwords secret and confidential. Follow LTIMindtree password policies and keep passwords complex. Passwords shall not be shared with anyone at any circumstances
- Users must check that Antivirus has not been disabled and that the virus definition files are updated. This must be done on a daily basis
- Users shall not bring in or Connect personal USB Mass storage devices such as Pen drives, Portable hard disks etc. to LTIMindtree environment.

- Users must not knowingly or otherwise download or install unlicensed or unauthorized software
- If software other than standard baseline software is required, software request form is to be raised by the user and is to be approved by the BU authorizer. Software Compliance Cell shall approve/reject the requests based on factors such license availability, security issues, regulatory issues etc.
- Backups of data on user's computers, phones or mobile devices shall be the responsibility of the users. LTIMindtree has no responsibility for any personal data stored on a company issued computers, phones or mobile devices and by signing below Users hold LTIMindtree harmless for any personal data that may be lost or destroyed
- PM/PL shall discuss specific project data backup requirements with the IT Systems Administrator and take appropriate action as advised based on the backup strategy for that location/SBU
- All resources including email, Internet, are provided for carrying out the company's business and shall not be used for other purposes
- Shall not attempt to circumvent or subvert security measures on either the company's network resource or any other system connected to or accessible through internet
- NDA shall be signed by user based on client requirement
- Client specific Information Security policies shall be followed, wherever specified
- All users shall keep themselves up-to-date on LTIMindtree and client security policies including any future updates. All users shall follow LTIMindtree and client security policies
- Users shall not post information about LTIMindtree and client information on public sites including e-mails, forums, blogs etc.

Non-compliance or violation of any of the above mentioned policies will lead to disciplinary actions extending up to termination of service and legal consequences as decided by Management.

DECLARATION

Hereby, I agree to read and abide by the LTIMindtree Information Security policy including all updates that are published.

Name:

DEBARGHA MONDAL

Signature:

Debargha Mondal

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