

## 1.ACCEPTABLE USE POLICY

### Policy Detail

Policy Number	IT001	Originating Unit	
Policy Date		Other Participating Units	
Policy Version	V2.0		
Status	Active	Activated Date	

### Document Change Control

Version No.	Version Date	Revision Detail	Changes incorporated by
V1.0			
V2.0			

#### 1.1 Policy Objective

- 1.1.1 The primary objective of the IT Acceptable Usage Policy is to ensure that all ABC users use ABC's computing facilities in an effective, efficient, ethical, and lawful manner.
- 1.1.2 The policy identifies and encourages user behavior that can enhance security and discourages or prohibits user behavior that can reduce or breach security.

#### 1.2 Contents of the IT Acceptable Usage Policy

The following are the constituents of the IT Acceptable Usage Policy

- 1.2.1 Email Usage
- 1.2.2 Internet Usage
- 1.2.3 Computer Usage
- 1.2.4 Blogging and Social Media

#### 1.3 Email Usage

Users of E-Mail facility shall abide by the following instructions:

- 1.3.1 The E-mail system of ABC shall be used only for official communications.
- 1.3.2 ABC employees shall only use the official E-mail account (subscribed on official domain of ABC) for all official purposes.
- 1.3.3 An employee shall be given E-mail facility based on his/her request channelized through the Head of Unit and subsequent to approval of Head of MS Unit.
- 1.3.4 The employee shall be responsible for protecting his/her Email account. He shall use a strong password, created/maintained as per the ABC's IT password policy and shall not share his password with another person, neither internal nor external to ABC.

- 1.3.5 Since e-mails are considered valid for legal correspondence, employees shall be mindful of the official policies of ABC with reference to communications with third parties. Further he shall adhere to ABC's delegation of powers for approval / sanction of all commitments to third parties / acceptance of liabilities.
- 1.3.6 While sending E-mails, employees shall adhere to the organization's protocol and internal reporting relationships.
- 1.3.7 The employee should not store, distribute, subscribe to any obscene material (image, video, etc.) pirated software, data, etc. and any such act shall call for disciplinary action in accordance with ABC's CDA rules.
- 1.3.8 The employee should not transmit (though email or otherwise) the organization's confidential information to other organizations and competitors unless authorized by competent authority.
- 1.3.9 The employee should not use the email facility to commit infractions such as misuse of Company assets or resources, sexual harassment, unauthorized public speech or misappropriation or theft of intellectual property.
- 1.3.10 The employee should not use the email facility to deliberately propagate virus, worm, Trojan horse, or trap-door program code.
- 1.3.11 The employee should not send spam mails using ABC's infrastructure and / or network.
- 1.3.12 The employee should not send chain mails.
- 1.3.13 MS Unit shall have the right to monitor, scan, and block any mails that violate the IT policies of ABC.
- 1.3.14 In case of group / common e-mail ID, a single person from concerned Unit shall be made responsible (by the HOD) for all mail-communications happening through that group / common e-mail ID.
- 1.3.15 To ensure compliances, MS Unit shall have the right to inspect any and / or all files stored in an e-mail account. Such inspection shall only be performed in presence of the email user.
- 1.3.16 Receipt of any unsolicited mails / mails violating the E-mail usage policy shall be reported immediately to MS Unit.
- 1.3.17 Employees shall not use their web mail facilities like Gmail, Yahoo, Hotmail, Rediff mail etc. for sending and receiving official mails, except in business exigencies.
- 1.3.18 Employees shall clean up their spam and deleted item folders periodically.
- 1.3.19 Employees shall periodically archive their e-mails.
- 1.3.20 Employees shall treat Email messages and files as confidential information.
- 1.3.21 Employees shall not forge or try to forge email messages.
- 1.3.22 Employees shall not disguise or attempt to disguise their identity while sending email messages.

#### 1.4 Internet Usage

Users of ABC Internet facility shall adhere to following:

- 1.4.1 An employee shall be given Internet facility based on his/her request channelized through the Head of Unit and after approval of Head of MS Unit.
- 1.4.2 The Internet facility shall not be used to access any kind of adult, offensive or pornographic internet sites and such material shall not be archived, stored, distributed, edited or recorded through ABC's network or computing resources.

- 1.4.3 If a user is connected incidentally to such a site, they shall disconnect from the site immediately.
- 1.4.4 The facility shall not be used for viewing, retrieving, storing, forwarding or receiving objectionable material consisting of racial, prejudiced, defamatory, slanderous material, gender specific comments, or any other offensive comment.
- 1.4.5 The facility shall not be used for partisan political or religious purposes.
- 1.4.6 The facility shall not be used for illegal activities or any such activities that violate the laws/ regulations of India or any other nation. Any such violation shall be grounds for appropriate disciplinary/legal action.
- 1.4.7 The facility shall not be used to download any unlicensed software or files.
- 1.4.8 The facility shall not be used to deliberately propagate any virus, worm, trojan horse, or malicious program code / script etc.
- 1.4.9 The facility shall not be used to disable or overload the IT systems, network etc.
- 1.4.10 The facility shall not be misused to infringe the privacy or security of another person.
- 1.4.11 The facility shall not be used to download/play entertainment software or games over internet.
- 1.4.12 The facility shall not be used to commit infractions such as misuse of Company assets or resources, sexual harassment, unauthorized public speech, misappropriation, or theft of intellectual property prohibited by ABC.
- 1.4.13 The facility shall not be used for connecting to the proxy servers, softwares or sites that facilitate access of blocked, insecure or unauthorized sites.
- 1.4.14 Employee shall comply with the law enforcement and regulatory agencies to access logs, audit trails and archives of the user's internet activities.
- 1.4.15 The facility shall not be used for Copying of copyrighted material and Installation of copyrighted software for which ABC (or the end user) does not have a valid license.
- 1.4.16 MS Unit shall have the right to limit internet usage access to only those employees who demonstrate a legitimate business need.

## 1.5 Acceptable Computer Usage

Users of ABC's workstations (desktops, laptops, i-pads etc.) shall adhere to following:

- 1.5.1 Users shall not be allowed to make any hardware additions / changes to the workstations allotted to them.
- 1.5.2 Unless authorized, the users shall not install, modify, remove any software (including the operating system) in entirety or partially. Users shall also not manipulate with the software's configuration or services . Only system administrators shall have the authority to install, upgrade of update any software on either the server or workstations. If the users are required to perform any installation / upgrade / update, it shall be done with the system administrator's approval and the scope of the activity shall be clearly defined.
- 1.5.3 Users shall not access any data or program on ABC workstations unless they have explicit consent or authorization of data / application owner.
- 1.5.4 Users are prohibited from conducting personal business / work on ABC workstations.
- 1.5.5 Users are responsible to operate the workstation securely and follow guidelines issued in this respect from time to time. Users shall be responsible for protecting data/information used or stored in their workstations.
- 1.5.6 Users shall be responsible for securely operating the workstations by ensuring that the anti-virus scanner is always enabled and that the settings for anti-virus updates

- are not altered. If any user suspects that their workstation may be affected from virus / malware, the user must report the same to MS Unit immediately vide mail or phone.
- 1.5.7 Users shall ensure that their workstations have secure authentication mechanism like passwords, PIN, fingerprint, etc. MS Unit shall ensure that a uniform IT password policy shall apply to all workstations to be complied by all ABC users.
  - 1.5.8 Sharing of folders over ABC network shall be restricted and in case of exigencies, the request for same shall be channelized through HOD to MS Unit. The facility shall be enabled after due approval of Head of MS Unit.
  - 1.5.9 Software updates shall be pushed centrally to all workstations periodically after due approval of head of MS Unit. Users shall inform to MS Unit if the updates are not happening in their respective systems.

## 1.6 Blogging and Social Media

ABC employees shall adhere to following policy guidelines regarding blogging and social media interactions:

- 1.6.1 Employees may use blogging and social media for personal purposes but are subject to the terms and restrictions set forth in this policy.
- 1.6.2 Employees during office hours shall not indulge in extensive usage of blogging and social media sites either through ABC asset or personal asset which may hamper their productivity.
- 1.6.3 Blogging or social media use on behalf of ABC shall only be carried out by authorized person, whether using ABC's property and computing systems or personal computer systems.
- 1.6.4 Blogging or social media use from ABC's systems are also subject to monitoring. MS Unit may restrict the access to blogging and social media sites on ABC network and assets.
- 1.6.5 Employees shall not engage in any blogging or social media use that may harm or tarnish the image, reputation and / or goodwill of ABC and / or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or social media use, or otherwise engaging in any conduct prohibited by ABC's policy.
- 1.6.6 Employees shall also not attribute personal statements, opinions or beliefs to ABC when engaged in blogging or social media use. If an employee is expressing his or her beliefs and / or opinions in blogs / social media, the employee shall not, expressly or implicitly, represent themselves as an employee or representative of ABC.
- 1.6.7 ABC's trademarks, logos, and any other ABC intellectual property shall also not be used in connection with any blogging /social media activity if not authorized.
- 1.6.8 Employees shall assume all risk associated with blogging or social media use.