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**RSystemsInternational Ltd.**

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**WorkFromHome Guidelines**

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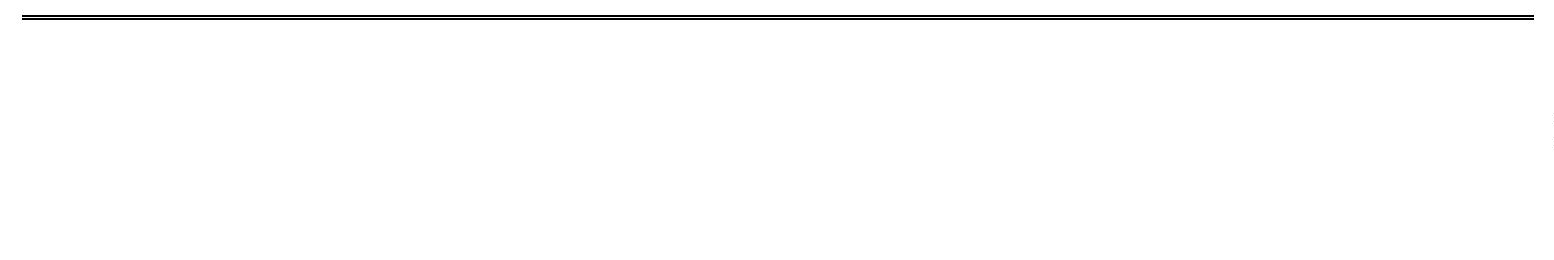
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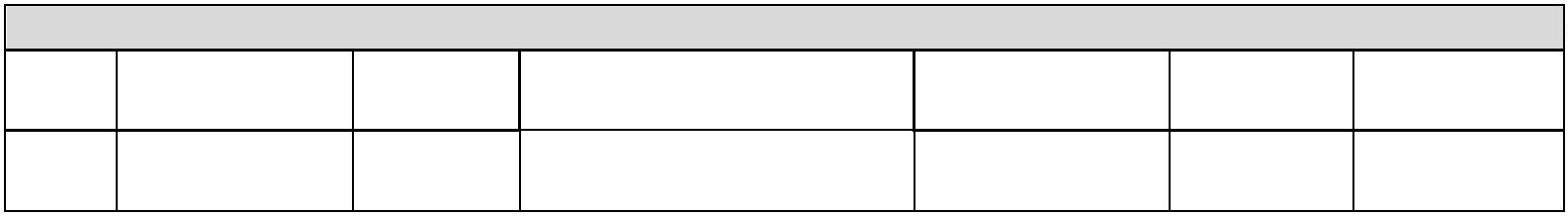
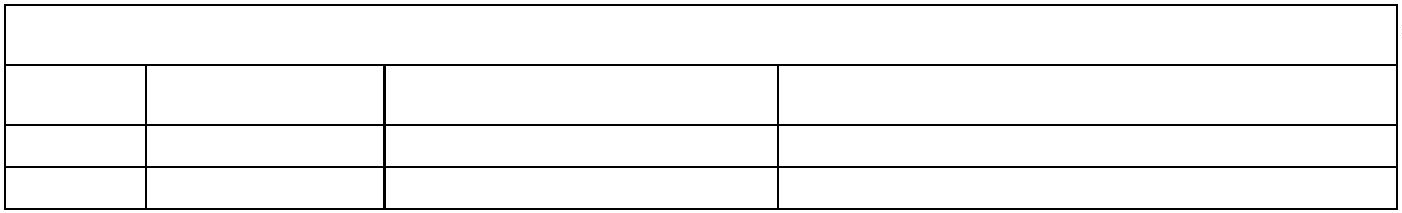
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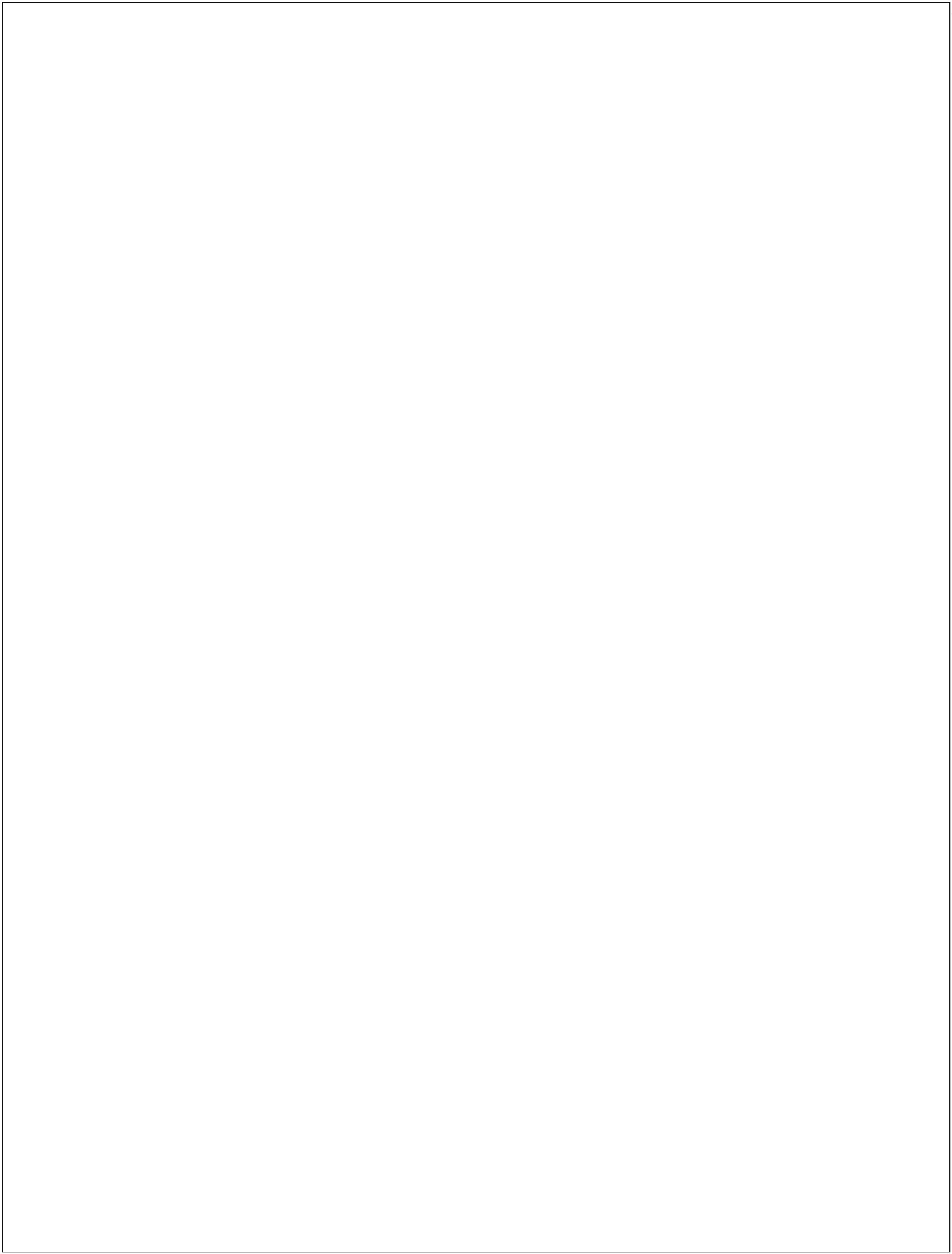
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**Work FromHomeGuidelines**

**1.**

**Purpose**

Workfrom Home(WFH)guidelinesshall beusedforbusinesscontinuity;

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Incase ofanypandemic orotherdisastroussituationmakingRSystemsoffice premise

notviableforusebysome/allemployees.

Incaseanyemployeeis notabletotravel toofficebecauseofsomeillness/accident

(self orinfamily) whichcontinuesforalonger period

Foranyother situationwhichshalltrigger thisWork From Homeoptionfor anemployee

Thisfacilityisconsideredonacase-to-casebasisby theprojectmanager/deliveryhead andthis

option toavailworkfrom homeisnotanentitlementtothe employeesbutshallonlyoccurasan

agreementby the employee(s) with the organizationforaspecificperiod.

SomeprojectsmayhavetheirownseparatebusinessdrivenWFHGuideline.Theproject-

specificguidelineshallbeapplicabletotherespectiveprojectteamoverandabovethis

guideline.

**2.**

**Scope**

ThisguidelineisapplicabletoallemployeesofRSystemsworkingfromNoida,SEZ

(Greater Noida)location.

**3.**

**Process**

**3**

**.1WorkFromHomeInitiation**

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ForinitiatingtheWorkfromHomeoption,everyemployeefirstneeds

togetanapprovalfromhis orherreportingmanager.

Aftertheapprovalisreceived,itiscommunicatedtonetworkteamto

provideVPNconnectivitytothe user.

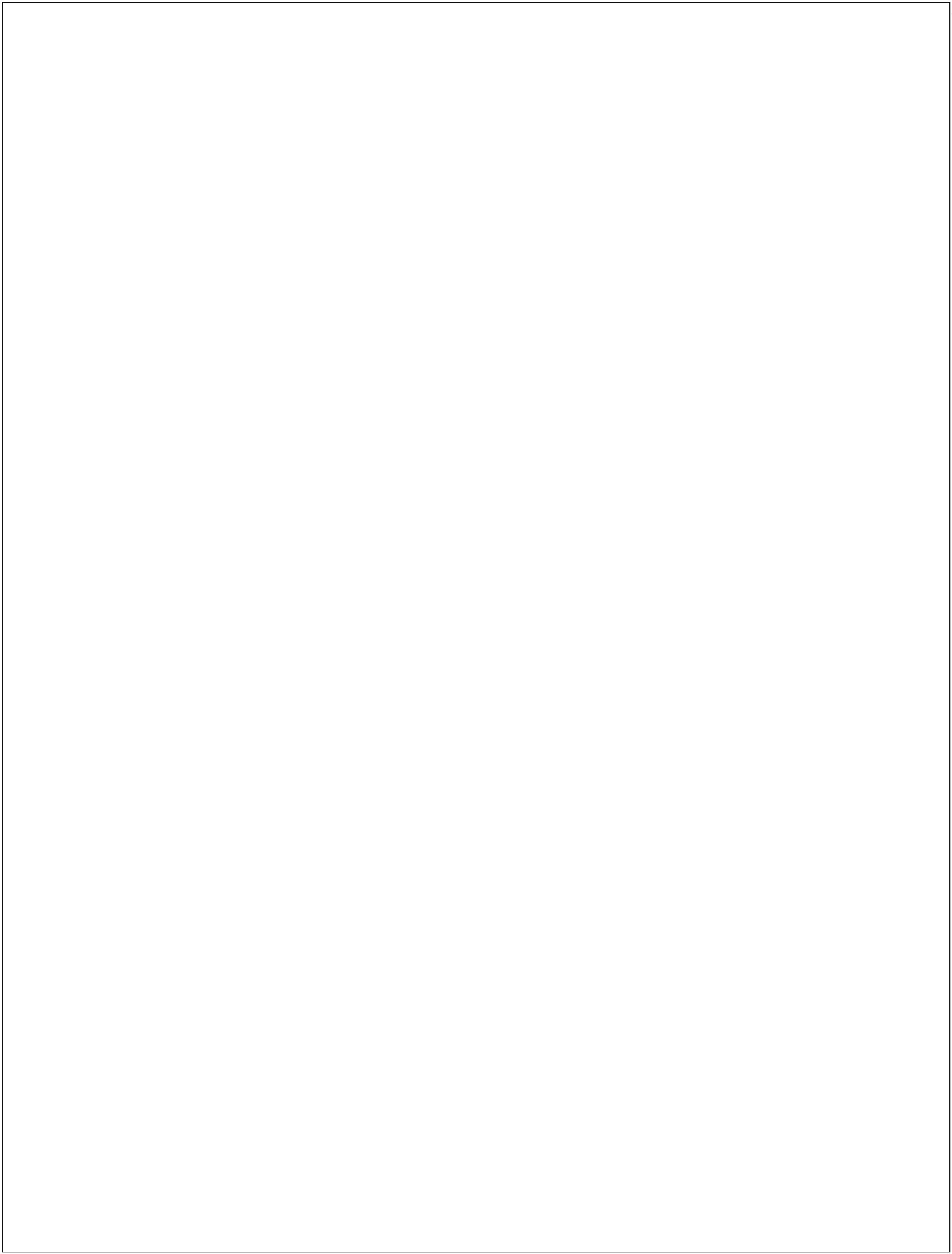
However,pandemicinducedWorkfromHomeannouncedbysenior

management,VPNaccessshallbegrantedto alltheemployeesbythe

networkteam.

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Ifthe userisprovidedalaptop,thenthelaptop needstobeconfigured

asper theprojectrequirementswiththerequired

tools/configuration/antivirus(Refer LaptopSecurityPolicy

(ISPolicy043)

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**.2GuidelinestobefollowedduringWorkfrom HomePeriod**

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**.2.1GeneralNorms:**

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TheemployeeavailingWorkFromHomeoptionneedsto

maintainthe officetimingasperprojecttimings

Employeesmanagingprojectsshall:

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.

Fixtimetoworkforeachteam.

Makeadequatemonitoringofteamthroughstatus

calls/emails.

.

Ensurestatusupdatemeetingswithclientasperplan.

.

Theemployeeshallparticipateinstatusupdatewithclientsas

perdefinedperiodicity.Theemployeeshallbevigilantand

maintainadecorumtorespondtoqueries/emailsby

project/customer.

.

.

Theemployeeshallbeavailableonclientcallasper

project/clientneeds(MSTeams,Skypeormediaselectedfor

Project/client.

Complete9hoursworktobecoveredduringworkfromhome

andtimesheetsto befilledregularly.

.

.

Duringclientcalls, employeeshallbe formallydressed.

Employeesshalluseproperdeskandchairandquietareato

work.

.

MicrosoftTeamsshallbeinstalledandalwaysupandrunning

forinternal call.

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**.2.2Work Instructionwhileworkingfromhome:**

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Employeeshallnotdiscloseproject,companyrelatedconfidential

informationtoanythirdpartywithoutthewrittenconsent ofRSystems.

Employeesshalltakecareofallsystemssecurityrelatedguidelineasper

**AnnexureA**

Employeeshall takecareofall assetsprovidedbyRSystemstoforWork

From Homeandusesuchassetsforthe required purposesonly.

EmployeeshallindemnifyRSystemsforanybreachofanyobligations

undertheNon-DisclosureAgreement,EnduserGuidelinesandWFH

Guidelinesigned/accepted by the employee.

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In theeventof anybreach byEmployeeofanyobligationmentionedunder

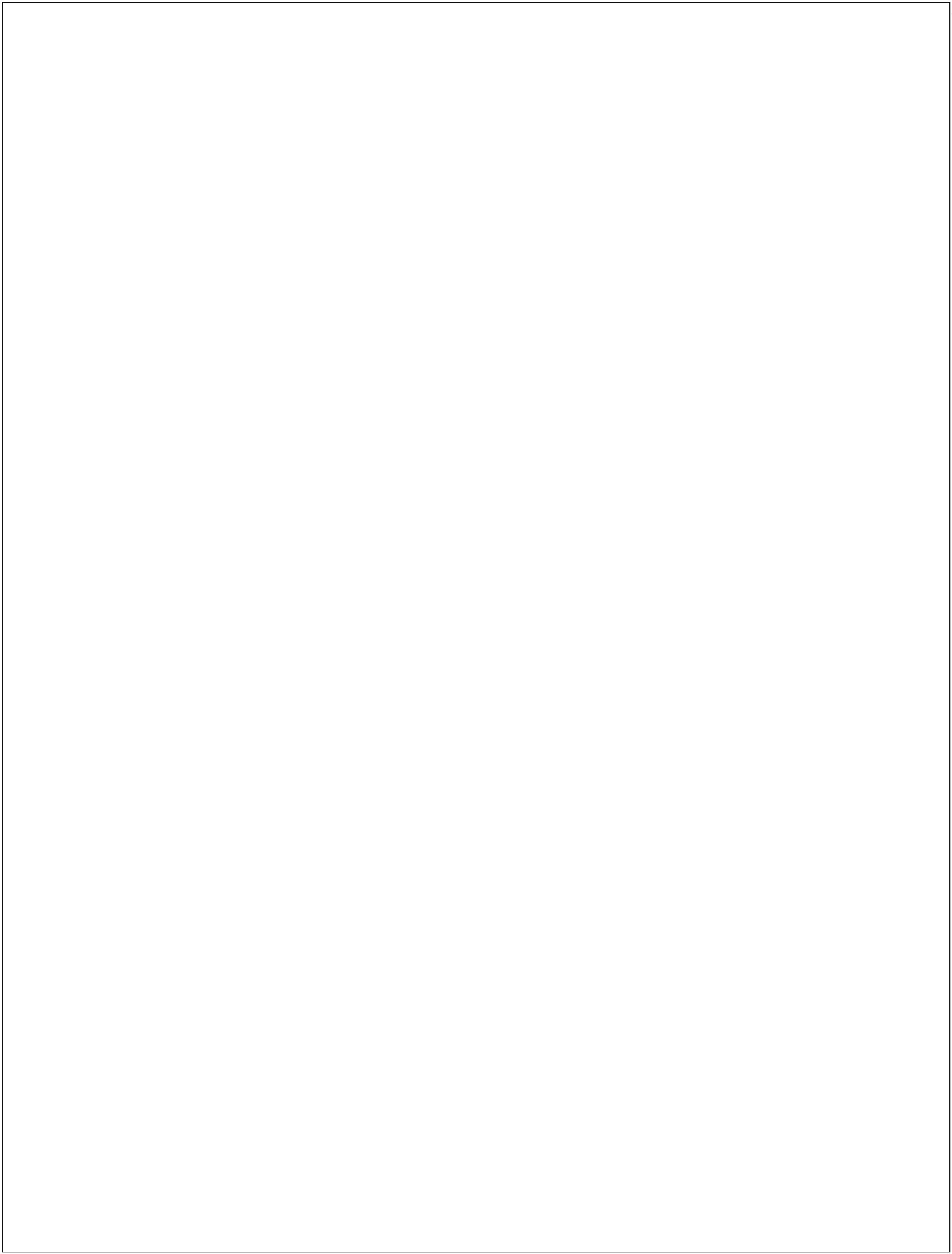
theNon-DisclosureAgreement,EnduserGuidelinesandWFHGuideline

signed/acceptedbytheemployee,RSystemsshallbefreetotakerequired

legalactionagainsttheemployee.

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**.3WorkFromHomeProcessClosure**

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Oncetheagreedperiodisover,theemployeeshallstartworking

from office.

TheemployeeshallformallycommunicatetoProject

Manager/DeliveryHeadabouthis/her joininginoffice.

Theemployee/hisprojectmanager shallsenda requesttoNetwork

tostop theservice ofVPNconnectivity.

Thelaptopsoranyother assetissuedtothe usershall bereturned

after theclosingformalitiesasperRSIPolicy.

**4.**

**Acronyms**

***Abbreviation***

VPN

***Description***

VirtualPrivateNetwork

WorkFromHome

WFH

**AnnexureA(SecurityGuidelines)**

Informationsecurityisoneofthemostcriticalaspectsandeveryoneisexpectedtoabide

bytherulesandregulationsestablishedbythecompany.Belowarethebasic

requirementsonsecurity:

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Employeestoensurethattheyhavesecured theirWi-Fi.UnsecuredWi-Fishallnot

beused.

Employeesneedtobecarefulandnotclickonlinksthatinstall Malware orscam

links,trojanetc.

Employeesshallnotshareyour workaccountswithothers;youareresponsible for

all activitiesperformedbyyour workaccounts.

Employeesshallnotuseweb-basedemailsystems,such asYahoo Mail,Hotmailfor

workrelatedcommunicationwhileworkingfromhome.Whensending emailswith

passwordprotectedattachment,shallsendthe passwordin aseparateemail.

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All workrelatedcommunicationtobedonewithRSystemsemailidorclientprovided

emailid.

Public instantcommunicationappssuch as QQ,MSN, WeChat, WhatsApp and

Facebooketc.arenotallowedduringtheworktimezone onyour laptop/home

machinesuntilandunlessapproved/allowed byProjectManager/Client

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Employeesshallnotinstallanyunauthorizedthird party/open-sourcesoftwareexcept

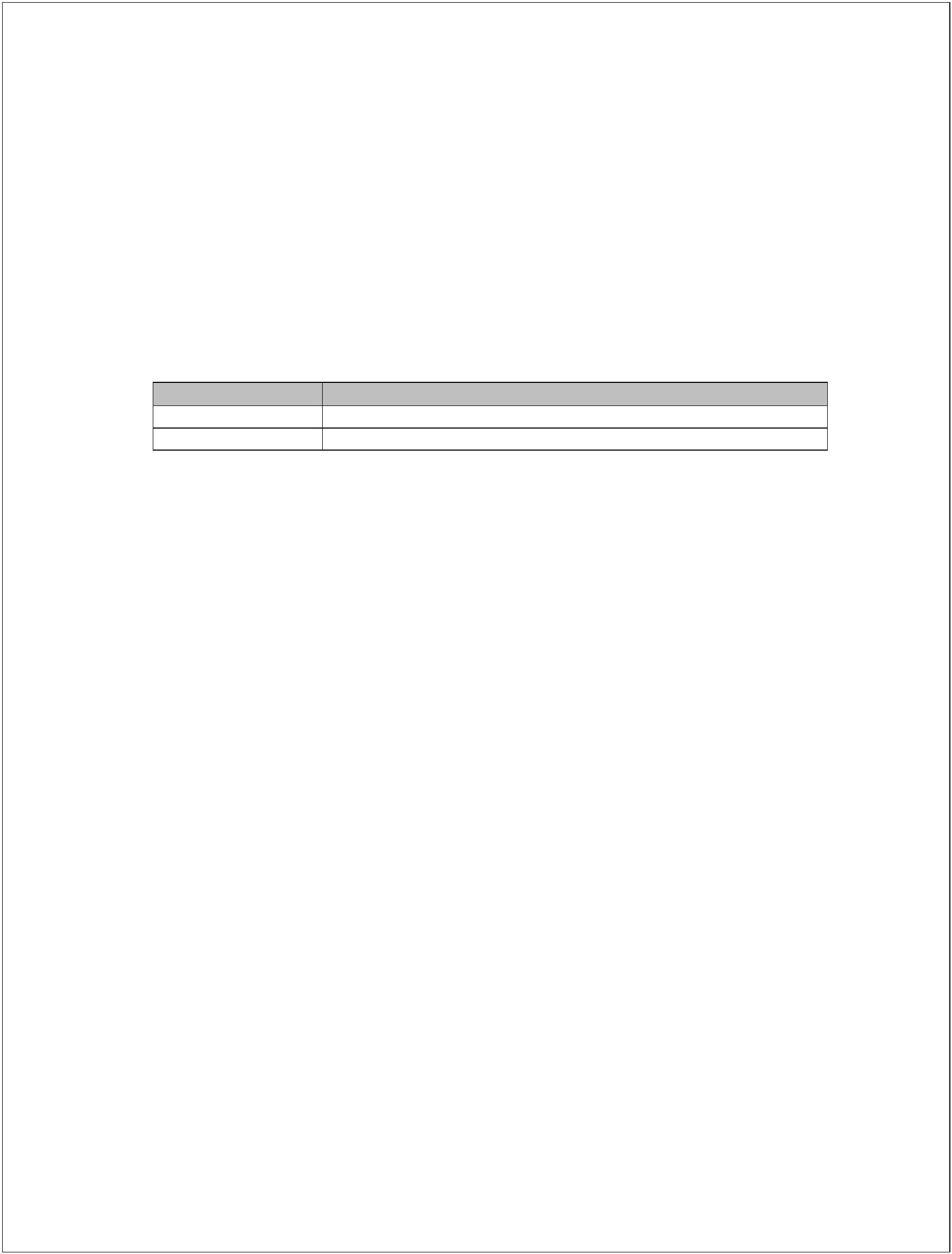
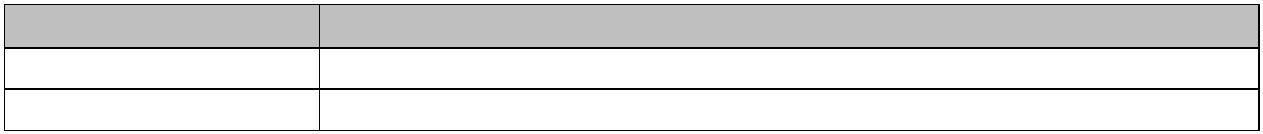
theoneauthorizedbyRSystems/clients.

Employeesshallnotaccessirrelevantwebsites,e.ggame,videoorchattingduring

officehours.

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Employeesshall updatevirusversionandpatchesintime.Usecomplexpasswords.

Employeesshall lock yourcomputer whenleaving yourdeskathome.

Copyandpaste ofcodefrom RSystemsofficemachine tohomemachineisnot

allowedwhileworkingonVPN.

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Employeesshall properlyhandlethe customerinformation;donottalkaboutwork

relatedinformation in publicarea /Homeor releasetopublicnetwork.

Uploadingfilestotheinternetmustbestrictlycontrolled.Ifanyoneneedstoupload

documentsorfilestotheInternet,she/hemustgettheProjectManagerapproval

first.Uploadingactions shallberecordedandarchivedforfuturecheck.(Screen

shotstoberestored)

**Sometips**

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Usestrongpasswords

UseaVPN.

Ensurefirewall isenabled.

Ensure antivirusisupdated.

Secureyourhomerouter.

Install all updatesregularly.

Bewareremotedesktoptools.

Look outforphishingemailsandsites.

Donotclickonrandomlinksorsuspiciousattachments.

Watchoutforwork-from-home scams.

Usesecure communications.

Lockyour devicewhennotinuse.

Donotsharework-relatedinformationwithfamilyorfriends.

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