



Business Principles & Ethics Policy



management of the Corporation. Please note that corporate assets include all moveable and immovable property of the Corporation.

3.15 Workplace Standards

All members of the PIA family are required to maintain highest level of workplace standards. It is to be seen that no extra files, unnecessary papers/objects are left on tables and all confidential papers are put under lock & key before leaving the workstation. Visitors should be discouraged except those who have come on Corporation's business.

3.16 Anti-Trust Laws

The Corporation believes in complete adherence to and compliance with the rules and regulations in respect of confidentiality and trust as laid down/revised from time to time as contained in the Corporation's Policies and Procedures Manual and Employees (Services & Discipline) Regulations-1985.

3.17 Internet Usage Policy

As part of the Corporation's commitment to the utilization of new technologies, many members of the PIA family have access to

the Internet and the following guidelines must be complied with at all times.

Members of the PIA family must follow the Corporation policy to limit Internet access to official business only as to provide our passengers speedy access to the PIA website.

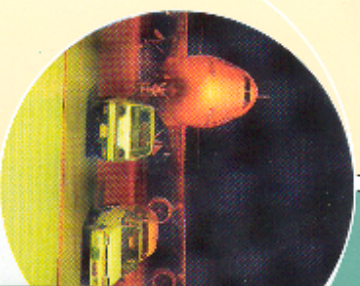
Members of the PIA family using Corporation's Internet connection and e-mail accounts are acting as representatives of PIA and, therefore, should act accordingly in order to avoid damaging the reputation of the Corporation.

The introduction of viruses, or malicious tampering with any computer system, is expressly prohibited.

Members of the PIA family may not visit illegal or pornographic sites, nor distribute illegal or pornographic material. Sexually related, derogatory or racially and nationally intolerant websites and material is also forbidden.

The use of abusive, vulgar, or objectionable language on the Internet is unacceptable. Similarly, using the Internet for intentional harassment or harming of an individual or organization is prohibited.

Activities that compromise network security are strictly forbidden, including the disclosure of system ids, passwords or information that can allow the circumnavigation of security features.



3.17.7

The truth or accuracy of information on the Internet and in e-mail should be considered suspect until confirmed by a separate (reliable) source.

3.17.8

Members of the PIA family shall not place Corporation material (copyrighted software, internal correspondence, etc.) on any publicly accessible internet computer without proper permission.

3.17.9

Alternate Internet Service Provider connections to PIA's internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).

3.17.10

The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Members of the PIA family must exercise caution and care while transferring such material in any form.

3.17.11

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, members of the PIA family are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

3.17.12

Any infringing activity by a member of the PIA family may be the responsibility of the Corporation. Therefore, the Corporation may choose to hold the concerned member liable for his/her actions.

3.17.13

The Corporation reserves the right to inspect the computer system of any member of the PIA family for violations of this policy.

3.17.14

Members of the PIA family given Internet accesses are expected to use the facility to enhance the performance of their work responsibilities. The data and information available on the Internet can provide invaluable assistance with certain job related tasks. Members of the PIA family are encouraged to find new ways to utilize Internet resources.

3.17.15

Members of the PIA family may not use the Internet for personal entertainment, information, or financial gain. Use of the Internet for soliciting money or for advocating a religious or political cause is strictly forbidden.

3.17.16

Information Technology Department will monitor and audit Internet access for the purposes of assuring system security, proper usage and performance impact. A member of the PIA family has no rights of privacy in his/her use of the Internet.

3.17.17

Failure to follow the Internet Usage Policy will lead to the member concerned of the PIA family being disciplined, which may include reprimand, loss of Internet access, suspension, termination or legal prosecution.