Wipro’s

Policy on Open-Source Software

**Document Control**

|  |  |
| --- | --- |
| Function | General Counsel |
| Sub-Function | Intellectual Property |
| Policy Owner | Hema Seetharamaiah, Practice Head, Isntellectual Property |
| Policy Effective Date | August 7, 2023 |

**Objective**

The objective of this policy is to:

* Establish acceptable usage criteria and subsequent use of open-source software in Wipro.
* Establish the requisite processes to enable authorized use of open-source software.

**Audience**

All employees of Wipro Limited, its affiliates, and its subsidiaries.

**Scope & Applicability**

* This policy shall be applicable for adherence in all Wipro and its customer supplied IT assets by all Wipro Users during their contractual engagement with Wipro.
* The policy shall be applicable to all business functions of Wipro. Therefore, the policy covers all types of projects executed at Wipro including, but not limited to, customer projects, Wipro internal projects, Centres of Excellence (COE), solutions, Quantum innovation, and use of open-source software for training purposes as well as proof of concept projects.
* The policy covers all open-source software and its usage types as defined in the Definitions section.
* Freeware, trial software, and shareware are separately addressed in the "Acceptable Software Usage Policy".
* Customer recommendation or policy on usage of open-source software specific to SMU/GBL (including Customer supplied software) at Wipro shall supersede this baseline policy, if supplemented by an indemnification clause in the contract/agreement between Wipro and the Customer and has been approved by the Wipro Open-Source Compliance Operations Team (reachable at [opensource.queries@wipro.com](mailto:opensource.queries@wipro.com))

## ****Definitions:****

**1. Open-Source Software**

This policy shall be applicable to the following categories of software (and/or any of its derivatives) used in source code or binary form. In this document, Open-Source Software refers to the following categories:

* Open-Source Software as defined by the Open-Source Initiative. The official definition can be found at <https://opensource.org/osd/>
* Any freely available source code not originating from Wipro or the customer code base. This shall be source code (s) accessible from the following sources (but not limited to): internet, electronic media like CDs and DVDs, books, magazines, mailing lists, discussion forums, etc.

**2. Open-Source Software Usage Types**

For the purposes of this policy, open-source software usage is broadly categorized in 4 usage types, depending upon the specified criteria:

|  |  |
| --- | --- |
| **Internal, As Is Usage**   * Open-Source software is used within Wipro environment only. * It is used as is, without any modification to the Open-Source software source code, and no derivatives of the Open-Source software have been created. * It is not re-distributed under any circumstances in its original, modified, or derived form. * Is not included in any form in any Wipro IP, Customer IP, or Joint IP. | **External, As Is Usage**   * Open-Source software is used in work products that are intended to be used outside Wipro environment. * It is used as is, without any modification to the Open-Source software source code and no derivatives of the Open-Source software have been created. * It is re-distributed outside Wipro, in its original form - by itself, or as part of any Wipro IP, Customer IP, or Joint IP. * Under no circumstances should the Open-Source software be redistributed outside Wipro in a modified form or derived form by any means. |
| **Internal, Modified Usage**   * Open-Source software is used within Wipro environment only. * It is used with modifications to the Open-Source software source code, or derivative work of the same may have been created. * It is not re-distributed outside Wipro, under any circumstances in its original, modified, or derived form, by itself or its derivative forms, or in any Wipro IP. * Is not included in any form in Customer IP or Joint IP. | **External, Modified Usage**   * Open-Source software is used in work products that are intended to be used outside Wipro environment. * It is used with modification to the Open-Source software source code or derivative works of the same have been created. * It is re-distributed outside Wipro, by itself, as an Open-Source software derivative, or as part of any Wipro IP, Customer IP, or Joint IP. |

## ****Policy****

### ****OSS.1 Using Open-Source Software****

**OSS 1.1**Open-Source software shall be used only under certain situations, including but not limited to, where there is:

1. Business need
2. Requirement from the customer

**OSS 1.2** User shall adhere to the policy for Open-Source software use and avoid informal use or partial reuse of any part of Open-Source software in any form.

**OSS 1.3** Purchase of any official release or support from a commercial vendor for any of the Open-Source software (updates inclusive) shall be done through [Wipro Ariba Tool](https://s1-2.ariba.com/Buyer/Main/aw?awh=r&awssk=ehXU_o4_ajKebgca&realm=wiprolimited&dard=1#b0) (The Dot > Apps > Ariba > Purchase Requisition).

The user(s) shall identify the usage type category as per their use context. Based on usage type specified in Open-Source software Usage Types.

**OSS 1.4** For all Open-Source software usage cases that qualify to be of the type ‘Internal & As Is usage’:

1. The user shall submit the Open-Source Software Usage declaration to Wipro Open-Source Compliance Operations Team and proceed with such Open-Source software usage.
2. The user shall maintain a copy of the Open-Source software and its associated licenses and media for audit purpose.

**OSS 1.5** For all Open-Source software usage cases that qualify to be of the type ‘Internal, Modified Usage’ or ‘External As Is Usage or External Modified Usage’:

1. The user shall submit the work product for an open-source usage approval to the [Wipro Open-Source Compliance Operations Team](mailto:opensource.queries@wipro.com). This shall be applicable to a new product as well as a previously approved work product with any subsequent additions.
2. The user shall maintain a copy of the original and any modified versions of the Open-Source software and its associated licenses and media for audit purpose.
3. If there is a customer requirement to use an Open-Source software component in work products (External As Is Usage or External Modified Usage), the user shall proceed with the Open-Source software component usage only after the contract/agreement between Wipro and the Customer is modified to include appropriate indemnification clauses and [Wipro Open-Source Compliance Operations Team](mailto:opensource.queries@wipro.com) approval is obtained.

**OSS 1.6** In all scenarios of Open-Source software usage, the following apply:

1. While selecting Open-Source software in SMU/GBL/Functions, adequate care shall be taken to understand any regulatory and licensing implications on the software usage, considering outsourcing agreements.
2. While using the Open-Source software, associated risks of porting the software to Customer specific environments shall be assessed and understood by the Project Manager.
3. For the selected Open-Source software, the Project Manager shall be responsible for tracking the vulnerability and security related issues. Appropriate patches shall be applied in a timely way to avoid security risks to the environment.

### ****OSS 2****. ****Wipro user participation in Open-Source communities****

**OSS 2.1** Wipro user participation in an Open-Source community falls under (but is not limited to) the following categories:

1. Contribute modified source code of the Open-Source software used in Wipro (for internal or external purposes) back to the Open-Source community.
2. Participate in an Open-Source community without contributing to the source codebase of the project. The participant may contact the Open-Source software community through forums such as (but not limited to) mailing lists, chat, blogs, project wiki, bug tracking system, and this may be to report issues, respond to queries, and request for clarifications about the Open-Source project.
3. Directly work with the Open-Source project community, contributing to software development as a part of customer engagement, Wipro initiative, or business needs.
4. Personal motivation for the user to participate in an Open-Source project community.

The user shall obtain Wipro Open-Source Compliance Operations Team’s approval through the Open-Source Participation Approval process and proceed with Open-Source community participation.

Requester shall navigate to IP Gateway by visiting The Dot > Apps > IP Gateway > Services > Community Participation Clearance and complete the Open-Source Participation approval process.

### ****OSS 3.**** ****Tracking Open-Source Software Usage****

**OSS 3.1** For all Open-Source software usage, the Project Manager, or their designee in the SMU/GBL shall monitor the Open-Source software project for vulnerability reports and bug fixes.

**OSS 3.2** For all Open-Source software supplied by Customer, the Project Manager, or their designee in the SMU/GBL shall be responsible for software licenses usage and tracking the same in the Wipro project management tool (DigiQ) for preventing unauthorized use, in coordination with the customer, if required.

### ****OSS 4**** ****Open-Source software Usage: Audit and Compliance****

**OSS 4.1** Wipro reserves the right to audit the presence of unauthorized Open-Source software at any time.

**OSS 4.2** Regular audits shall be carried out using automated tools to identify the usage of Open-Source software, associated licenses, and detect any Open-Source software policy violations.

**OSS 4.3** Users shall report to Wipro Open-Source Compliance Operations Team for any type of Security issues foreseen or discovered post installation of Open-Source software.

## Review:

This policy will be reviewed from time to time for effectiveness and any change, including termination of the policy, will be at the sole discretion of Wipro.

## ****POC for queries:****

Hema Seetharamaiah, Practice Head, Intellectual Property

## ****Revision History****

|  |  |  |  |
| --- | --- | --- | --- |
| **Amendment Date** | **Policy Version** | **Approved By** | **Nature of Changes** |
| Jan 31st, 2024 | 1 | Tejal Patil | Change to new policy format |