



Software Policy

90/5001/13

Prepared By / Date	Approved By / Date	Issued By / Date
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1 SCOPE

Cades Studec Technologies India (CSTI) recognizes the importance of the legal and ethical use of software assets. This document provides guidelines for employees to follow to ensure that we are both legal and ethical in the use of our software assets. All software assets are for business use only and should not be used by employees for personal interests.

2 CSTI POLICY ON USE OF SOFTWARE

2.1 GENERAL POLICIES

- ✚ CSTI has purchased fully licensed copies of computer software from a variety of publishers and vendors. Licensed and registered copies of software programs are placed on computers within the company and appropriate backup copies made in accordance with the licensing agreements and company policies. No other copies of this software or its documentation can be made without the express written consent of the software publisher and CSTI.

2.2 SOFTWARE FROM OTHER SOURCES


- ✚ CSTI will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the company, and such use is strictly prohibited.

2.3 ADDITIONAL COPIES

- ✚ In some cases, the license agreement for a particular software program may permit an additional copy to be placed on a portable computer or home computer provided only one user uses both installations. Employees will not make such additional copies of software or documentation for the software without the approval of CSTI Information Services Department. When legal, approval will be granted for such installations when there are valid business reasons.

2.4 UNAUTHORIZED COPIES


The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for CSTI employees. Employees, who make, acquire or use unauthorized copies of computer software or

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documentation will be subject to immediate discipline up to and including immediate termination of employment.

2.5 INTERNAL CONTROLS

CSTI reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, the removal of any software found on CSTI property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.

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Amendment record

Pages	Revision Number	Date	Author	Nature & Reasons of change
All	01	21-Jul-15	Vivek Kumar	Change of logo and change of company name.
01	02	16-Oct-25	Vivek Kumar	W.r.t new management transition, the "Approval Authority" is changed from "William Andrew Neill" to "Basavanna. R". Refer DCRN: 7530