

I, [Sham Gopinath More], accept that I have been granted the access rights defined in this agreement to those Organizational information assets also identified in this agreement. I understand and accept the rights which have been granted, I understand the business reasons for these access rights, and I understand that breach of them, and specifically any attempt to access services or assets that I am not authorized to access, may lead to disciplinary action and specific sanctions. I understand that failure to comply with this agreement, or the commission of any information security breaches, may lead to the invocation of the Organization's disciplinary policy.

## **ISMS Policies Extract**

### **Acceptable Use Policy and Passwords**

- a. I will change my initial temporary password at first logon and use strong passwords that are at least 8 characters in length, are alpha-numeric with special characters
- b. I will keep my password secret and will not under any conditions divulge it to or share it with anyone, including IT and any other authorities, nor will I write it down and leave it anywhere that it can easily be found by someone else or record it anywhere without having obtained the specific authorization of the Head of IT to do so.
- c. I will not store my password in any automated logon process.
- d. I will use different passwords for Organizational and personal use.
- e. I will not share customer Secured token with anyone.
- f. I understand the shared folders permissions are given as per the project requirements and will not disclose any data inside or outside of any person.
- g. I will not login to other systems using my password without the consent of the system owner.
- h. I will not create any local accounts using my credentials in the system.
- i. I understand that the data stored on the corporate systems remains the property of HV-IDC.
- j. I understand that HV-IDC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- k. I agree that the customer data is not copied to any other media or place other than which is designated to be so.
- l. I agree that official mail addresses cannot be used in any personal mail groups.
- m. I will not use resources provided by organization like, but not limited to, internet, email, printing etc. for my personal use.

### **Clear desk policy, screen savers and information reproduction**

- a. I understand that I am required to ensure that no confidential or restricted information (in paper or removable storage media format) is left on my desk, in my environments, or left in or near reproduction equipment (photocopiers, fax machines, scanners) when I am not in attendance and will ensure that such information is secured in line with the Organization's security requirements.

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- b. I understand that I am required to ensure that no one will be able to access my workstation when I am not in attendance.
- c. I accept that I may use the Organization's reproductive equipment (photocopiers, fax machines, scanners) for proper Organizational purposes and that I will ensure that I will use facilities that are appropriate for the classification level of any information with which I am dealing.
- d. I accept that I am not allowed to bring in USB or any other storage devices into the organization
- e. I accept that I will not use any means to upload or copy company or customer confidential data to external sites or USB storage devices in any form.
- f. I will securely dispose of any paper (use of paper shredders) or removable media which is not necessary for further usage.
- g. I will make sure that my laptop or portable media is not left at desk while leaving at end of day. I will carry it with me.
- h. I recognize that the Organization's requirement in respect of the use of Instant Messenger facilities is to use only approved IMs and do not provide, send, or receive any information not related to work environment.

## Software Licenses

- a. I will ensure that no attempts will be made to disable or override any of the Organization's installed software, including anti-virus software, firewall and automatic updating services.
- b. I accept that I may not allow downloading and installing the software's from the Internet. I recognize that this prohibition includes freeware, shareware, screensavers, toolbars and/or any other programs that might be available.
- c. I accept that Admin rights are granted to the system for doing project related activities only.
- d. I understand that IT has an approved software list and only those can be installed on my system.
- e. I understand that any other project related software apart from an approved software list need to go through and certify by IT.

## Email Security

- a. I agree that organization email address should be used for official communication only.
- b. I understand that the company reserves every right to monitor, examine, block or delete any incoming or outgoing E-Mail in the company's Network.
- c. I agree that I will not use the mailing to transfer any data or send spam mails.
- d. I shall be responsible for taking suitable protective action to prevent sending and downloading files with Viruses. I will report such incidents to IT without any delays.
- e. I understand and abide the email etiquette.

## Mobile Computing and Network Security

- a. I understand that personal systems are not to be used for any official work and connecting to Hitachi Vantara VPN or client VPN is not allowed unless it is approved by the PM and Head of IT.
- b. I agree that I will not change/tamper with the hardware/software provided by HV-IDC (HV - India Delivery Center). I will report such issues to IT if noticed.

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- c. I will not connect any gadgets like PDA, memory sticks etc. to HV-IDC systems for data transfer.
- d. I will not connect any kind of communication media (such as Modem) to HV-IDC systems.
- e. I understand there are VLANs/subnets configured based on the project and will not connect to any other VLAN other than my project specific.
- f. I will not disclose any information about the customer VPN and keep the passwords confidential.

## **Data control and legislation**

- a. I will obtain the written authorization of the Head of IT for the storage of any personal information (mine or anyone else's) on the Organization's computer systems.
- b. I will ensure that I abide by any legal requirements in respect of my computer use, including privacy and data protection regulations.

## **Physical Security**

- a. I agree to wear the company ID card all the times prominently displaying it while moving in and out of the office.
- b. I will use my access card at all entry and exit points to access the premises
- c. I will discourage tail gating and will report such incidents immediately to security.
- d. I will disclose the laptop to security personnel while entering or exiting the office.
- e. I understand that the movement of visitors/guests is restricted to reception only.
- f. I will take the necessary permissions to take them (visitors/guests) beyond reception and take ownership of their security violation.

## **Internet Policy**

- a. I will browse the internet sensibly for my project requirements, self-development (technical) and academics only.
- b. I will not download any software / tools from the internet and install them in the system.
- c. I will not use any proxies available publicly for browsing the internet etc.
- d. I understand that audio and video streaming sites should not be browsed/used.

## **Security incidents**

- a. I will not violate the security policies, which may lead to security breaches.
- b. If I get into any security breaches, I will send an email to InfoSec-IR  
[InfoSec-IR@hitachivantara.com](mailto:InfoSec-IR@hitachivantara.com)

## **Audit and security monitoring**

- a. I acknowledge that my workstation will be regularly scanned and audited by the IT and InfoSec team as per regulatory compliance requirements.
- b. I know that the IT team will be randomly scanning the systems and uninstalling un-authorized software and deleting any audio/video files without any notice.

# INDIVIDUAL USER AGREEMENT

## Revocation and change of access rights

- a. I acknowledge that revocation and change of access rights can be executed at any time by IT and InfoSec as it is their responsibility to maintain a secure and optimal work environment.

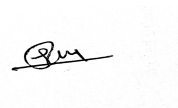
I acknowledge that I have received adequate training in all aspects of my use of the Organization's systems and of my responsibilities under this agreement. I hereby agree to adhere to the same and will be held responsible for any deviation from the policies.

**Name:** Sham Gopinath More

**Employee ID:**

**Designation:** Software Developer(Associate)

**Signature:**



**Department:** Storage Engineering

**Date:** 19/02/2024

## Note:

- If you need more information on ISMS policies, please click the URL <https://hitachivantara.sharepoint.com/sites/IS Policies/SitePages/Home.aspx>
- Report all security incidents or anything unusual to InfoSec-IR [InfoSec-IR@hitachivantara.com](mailto:InfoSec-IR@hitachivantara.com)
- For more information/clarification on ISMS, please reach out to Helpdesk via AskNow

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