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SG Analytics

Teleworking Policy

Confidentiality Statement

The policies, procedures and standard practices described in this manual are for the said process only at SG Analytics **(from here on termed as 'SGA')** and do not extend or imply to any other SGA entity. Information in this document represents guidelines only. SGA reserves the right to modify this document, amend or terminate any policies, procedures, or employee benefit programmes whether or not described in this document at any time, or to require and/or increase contributions toward these programs.

All policies contained herein have been adopted by SGA and supersede previous policies. We periodically review policies, in part or as a whole, to ensure that they continue to reflect current thinking of the organisation and are consistent with trends and legal requirements.

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v1.0	22-07-2016	Dy.MR Smitha Saju	-	Initial document
v2.0	12-01-2017	Dy.MR Smitha Saju	BUH / DH changed to BU Lead	Reviewed Document

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Content

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1. Introduction

1.1 Objective

To ensure confidentiality and integrity of information / data exchanged through teleworking.

1.2 Scope

This policy is applicable for all devices used within network of SGA.

1.3 Glossary of Terms

Terms	Description
Admin	Administration
COO	Chief Operating Officer
BU	Business Unit
SGA	SG Analytics Pvt. Ltd.

2. Responsibility

HR would be responsible for verifying the effectiveness of the process and its revision whenever required.

3. Policy

1. The devices used by teleworking will be provided by SGA after necessary verification by HR Head and BU Lead

2. Only authorized network services should be available to people connecting from outside

3. This option will be provided as an exception in case of any client requirement or any exigency

4. Employee should have authorisation from BU Lead / Project Manager

5. BU Lead will communicate to HR Head of any such exceptions

6. Employee will access information via SGA webmail

7. Access rights shall be controlled & reviewed as per the Access Control Policy-Logical

4. References

1. Access Control Policy - Logical