



### **EMPLOYEE UNDERTAKING**

I have read ValueMomentum's (hereinafter refer to as Company) Employee Acceptable Usage Policy document on. «Date\_of\_Joining»». I recognize and understand that the Company's computing resources including e-mail/internet systems are to be used for conducting the Company's business only. I understand that use of this facility for private purposes is strictly prohibited, except when expressly permitted.

I am aware that the Company may access and review any materials created, stored, sent or received by me through the Company's network or internet connection.

I have read the aforementioned document and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment / association with the Company.

I am aware that violations of the Information Security Policies may subject me to disciplinary action, upto and including discharge from employment and any legal action in case of illegal acts that may be initiated by the Company during my employment/ association with the Company or thereafter. I confirm to read through the HR Policy within 15 days from the date of my joining. HR Policy contains all the rules & regulations, processes & benefits. This document is available in the Intranet portal.

Furthermore I understand that this policy and document can be amended at any time and I hereby agree to abide by the revised policy and procedures as long as I continue to be the user of the Company's information Systems.

Place : «Work\_Location»

Date : «Date\_of\_joining»  
(MM/DD/YYYY)  
signature)

(Employee

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Email: hrhelpdesk@valuemomentum.com  
Website: www.valuemomentum.com



## **JOINING REPORT**

The Joining formalities include completion of Employment Agreement and submitting supporting documents along as per annexure along with a copy of the original for due verification where necessary.

### **1. Employment Agreement**

#### **a. Code of conduct**

During the period of your employment, you will commit the best of your capabilities and endeavor to work diligently.

#### **b. Secrecy**

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets , know how ,or inventions of ValueMomentum or its affiliates or any client ,agent contractor or vendor. You shall not disclose the identities and other related information of any clients. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

#### **c. Conflict of interest**

You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during employment with the company, without written and explicit permission from the company.

### **2. Assignments/Transfer/Deputation.**

Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/transfer/other assignments to our sister companies, associate companies, client's location or third parties whether in India or abroad. In the event of such assignments, the terms and conditions of the service applicable to the new service will govern your employment. You shall, only at the request of the company, enter in-to a direct agreement undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customers may reasonably require protection of its legitimate interests.

### **3. Termination of employment.**

a. Either party can terminate this employment by serving a notice of 90 days on the other. However, you may surrender

leave to your credit or pay basic salary in lieu of the notice period. Similarly the company may pay basic salary if required.

b. In case of employees governed by service agreements for serving a minimum stipulated period, the employees may

exercise option under clause 3(a) only after the stipulated service period agreed to and provided thereon.

c. Unauthorized absence or absence without permission from duty for a continuous period of more than 3

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days would make you lose your lien on employment. In such cases your employment would automatically come to an end without any notice of termination. This does not, however, relieve you from your obligations as given in clause 3(a).

d. You will be covered by company's code of conduct as defined from time to time. Any breach thereof or non performance of contractual obligations or the terms and conditions laid down in this agreement would lead to termination without any notice notwithstanding any other terms and conditions stipulated here in.

e. Reference check will be made from your previous employers. In case there is any adverse report against you, which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminated your services forthwith (not notwithstanding any other provisions) on the grounds of misrepresentation of facts.

#### **4. Statement of facts**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per the application, and on the ability to handle any assignments/ job independently anywhere in India or overseas. In case at a later date, any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standards set by the company, the company shall have the right to terminated your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated here in.

#### **5. Restraints**

##### **a) Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Accesses to these are authorized through access privileges approved by the unit head. You should not be accessing information that is not related to your project.

##### **b) Escalation/Exception reporting**

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job a suitable policy will be formulated/evolved.
- For every policy standards of measurements will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standard will be monitored and brought up for discussion in review meetings. If such deviation could wait till review meeting.
- Alternatively if such deviation will pose a threat and if not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

##### **c) Authorization**

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Only those authorized by a specific power of attorney may sign legal documents representing the company.

**d) Smoking**

We owe and assure a smoke free environment for our employees. Barring some areas, the entire office premises including conference rooms and lobbies is declared a no smoking zone.

**e) Passwords**

Access to our network, development environment and email is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten the Administrator is to be contacted to reset and allow you to use a new password.

**f) Unauthorized software**

You shall not install, download, copy, duplicate any un-authorized or licensed software programs, games, attachments on to your computer systems.

**g) Physical security**

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed who take care of the security. Those of you who wish to work late or early hours are requested to produce your identity cards to security personnel on demand. If there is a need to take some of the equipment/infrastructure out of the office premises for any reason the employee shall obtain the gate pass from the security staff after the authorization from your unit head. There are two types of gate passes a) returnable b) non-returnable.

**h) Communication security**

The communication security is maintained by controlling physical access to computer systems, disabling all workstations floppy disk drives and a company wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, the company may use sophisticated data encryption devices. Your worktable and storage space is lockable. Please ensure they are locked when un-attended. Duplicate keys are maintained with security. One can take a duplicate key after signing for it for ones own or team member's table or storage.

**i) Destroying papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

**j) Use of Company Resources**

You shall use the company's resources only for official purposes.

**6. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for deputation/secondment abroad, you will be required to sign a deputation agreement with the company and also execute a surety bond on such terms, as the company may deem appropriate. You need to do this only when you are deputed abroad. (This agreement will consist, inter alias, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving the company for a stipulated period).

**7. Intellectual Property Rights.**

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All intellectual property rights, including but not limited to patents, copyrights, Designs, Trade marks and semiconductor chips and other service assets developed by you during office time or using company infrastructure, or while performing or discharging official duties shall be the sole and exclusively property of the Company and the same shall be deemed to be "work made for hire". You will execute/sign such documents for the purpose of assigning such intellectual property, as and when required by the company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the company.

## **8. Jurisdiction**

Even though the company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in Hyderabad only.

## **9. General**

The above terms and conditions including those in Annexure –A (salary breakup) are based on company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as traveling, leave retirement, code of conduct etc you will be governed by the rules of the company as shall be in force from time to time.

To  
ValueMomentum Software Services Private Limited.

This is to certify that I have gone through and understood all the terms and conditions mentioned and I hereby accept them and agree to abide by them:

Further I declare that the information furnished by me is accurate and if there is any discrepancy in the copies of the documents/certificates given by me as a proof in support of the above, the company may reserve the right to revoke the offer.

Name in full: «Employee\_Name»

Signature:

Address: «Address»

Date((MM/DD/YYYY)):            «Date\_of\_Joining»                          Place:  
«Work\_Location»

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### **Annexure B**

At the time of joining, you are requested to bring the following documents in original along with a copy of each:

- Certificates supporting your educational qualification along with marks sheets      Schooling certificates (SSLC/ICSE) in support of your age.
- Your latest salary slip or salary certificate
- Your relieving letter from your present organization
- Service certificate from the present employer.
- Form 16 or Taxable Income statement duly certified by previous employer (statement showing deductions and taxable income with breakup)
- Four colored passport sized photographs
- Valid Passport

Please share all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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## **EMPLOYEE NON-DISCLOSURE & INVENTION ASSIGNMENT AGREEMENT**

This Employee Non-Disclosure & Invention Assignment Agreement made and executed on the «Date\_of\_Joining» at «Work\_Location» between

M/S ValueMomentum Software Services Pvt Ltd., having its Registered Office at ValueMomentum Towers, Plot No 36 & 37, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500032, India hereinafter called “COMPANY” which expression mean and include its successors, administrators, executors etc., on the one part;

And

Mr./Mrs./Ms. «Employee\_Name»  
S/o, D/o, W/o Mr./Mrs./Ms. «Father\_Name»  
Aged about «Age» Years Resident of «Address»

Hereinafter called “EMPLOYEE” which expression shall mean and include his/her legal heirs, successors, administrators, executors etc. on the other part. Whereas the Company is involved in the business of providing end to end Information Technology Solutions and Software Services to Various enterprises both in India and Abroad.

Whereas in pursuance of the business activities of the Company, the Company requires it's Employees/Associates to be trained extensively so that they can further acquire advanced skills and be conversant with use of advanced technologies and equipment's. Whereas the Company imparts training to the Employees/Associates at considerable expenditure both direct and indirect training due to which the Employee/Associate further improve his/her professional standings considerably.

Now this memorandum of Agreement witnessed as follows:-

### **A. Disclosure of Information and Inventions:**

#### **1. Disclosure of information:**

Whereas in consideration of the employment the employee being a member of the company and having access to the company's information the employee undertakes that he/she will not disclose any information to others or use it for personal gains without proper authorization from the company. In case of any leakage that can be attributed to an employee or employee group and that one company has prima facie evidence against the employee the company can, and it terminate the services of the employee without any liability to the company. The company is at liberty to initiate action for criminal breach of trust against the employee.

The employee will be accountable for the information management and that the company may take such action against the employee as it deems fit for any lapse on the part of the employee. The employee hereby agrees and undertake to inform the company of any fact or incident which would affect the exclusive right of the company to any information, and in particular the employee agree and undertake that he/she will inform the company of any breach of any fellow employee, if it comes to the notice of employee.

#### **2. Disclosure of Inventions:**

The employee hereby acknowledges and agree that among other duties of the company and the other opportunities which may be conceived of or reduced to practice inventions, improvements, developments,

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ideas or discoveries arising in the employment period whether patentable or un patentable (hereinafter referred to as "Inventions"). The employee hereby agree that he/she will promptly disclose to the company in writing all inventions conceived or reduced to practice during the employment either solely or jointly with others irrespective of regular working hours. The employee hereby agrees to maintain and handover the adequate and current written record of such inventions to the company.

## **2.1 Company Inventions:**

Company Inventions shall mean any invention that:

- A) Relates, at the time of conception or reduction of practice of the invention, to
  - the company's business, projects or products, or to the manufacture or utilization thereof; or
  - the actual or demonstrably anticipated research or development of the company; or
- B) Results from any work performed directly or indirectly by an employee for the company; or
- C) Results, at least in part, from the use of the company's time, materials, facilities or trade secret information.

## **2.2 Assignment of Company Inventions:**

The employee hereby agrees and assigns to the company all his/her right, title and interest in and to all company inventions. The employee hereby agrees and undertakes that he/she will not practice with in one year following his/her termination of employment with the company (voluntarily or otherwise) all inventions of the company conceived or reduced to practice in the course of employment.

## **3. Execution of Necessary Documents:**

The employee hereby agrees that upon request he/she will execute the necessary papers on lawful oaths which are necessary in the opinion of the company whether necessary or desirable in obtaining, sustaining, reissuing, extending and enforcing including Design Patents on all of such company inventions and for perfecting, affirming, maintaining and recording the company's complete ownership and title thereto and to otherwise cooperate in all proceedings and matters relating thereto at the cost of the company.

## **4. Exception:**

The employee is herewith enclosing a list of all unpatented but potentially patentable, ideas and inventions conceived prior to the employment (which have not been assigned to a former employer) and the same are excluded from the scope of this agreement.

## **B. Trade Secret & Confidential Information:**

### **1. Prohibited Competition**

#### **(a) Certain Acknowledgements and Agreements.**

- (i) We have discussed, and you recognize and acknowledge the competitive and sometimes proprietary aspects of the business of the Company.
- (ii) You acknowledge and agree that a business will be deemed competitive with the Company if it performs any of the services or manufactures or sells any of the products provided or offered by the Company or if it performs any other services and/or engages in the production, manufacture, distribution or sale of any product similar to services performed or products produced, manufactured, distributed or sold by the Company during the term of your relationship with the Company.

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(iii) You further acknowledge and agree that, during the course of your performing services for the Company, the Company will furnish, disclose or make available to you Confidential Information (as defined below) related to the Company's business and that the Company may provide you with unique and specialized training. You also acknowledge that such Confidential Information and such training have been developed and will be developed by the Company through the expenditure by the Company of substantial time, effort and money and that all such Confidential Information and training could be used by you to compete with the Company.

(iv) For purposes of this Agreement, "Confidential Information" means confidential and proprietary information of the Company which was disclosed to or developed by you during the course of performing services for, or receiving training from, the Company, and is not available to the public, including but not limited to information and facts concerning business plans, customers, future customers, suppliers, licensors, licensees, partners, investors, affiliates or others, training methods and materials, financial information, sales prospects, client lists, inventions, products, product plans, product ideas, services, service plans, service ideas, or any other scientific, technical, trade or business secret of the Company or of any third party provided to you or the Company, provided that Confidential Information shall not include information that is (1) in the public domain other than through any fault or act by you, (2) known to you prior to its disclosure to you in the course of your employment by the Company, or (3) lawfully disclosed to you by a source other than the Company which source has the legal right to disclose such information.

**(b) Covenants Not to Compete.** During the period in which you perform services for or at the request of the Company (the "Term") and for a period of two (2) years following the expiration or termination of the Term, whether such termination is voluntary or involuntary, you shall not, without the prior written consent of the Company:

(i) For yourself or on behalf of or through any other person or entity, directly or indirectly, either as principal, agent, stockholder, employee, consultant, representative or in any other capacity, solicit, divert or appropriate or attempt to solicit, divert or appropriate, for the purpose of competing with the Company or any present or future parent, subsidiary or other affiliate of the Company which is engaged in a similar business as the Company, any customers or patrons of the Company, or any prospective customers or patrons with respect to which the Company has developed or made a sales presentation (or similar offering of services); or

(ii) Either individually or on behalf of or through any third party, directly or indirectly, solicit, entice or persuade or attempt to solicit, entice or persuade any other employees of or consultants to the Company or any present or future parent, subsidiary or affiliate of the Company to leave the services of the Company or any such parent, subsidiary or affiliate for any reason; or

(iii) Either accept employment for yourself or solicit employment for yourself from any customers or patrons of the Company, or any prospective customers or patrons with respect to which the Company has developed or made a sales presentation (or similar offering of services); or

(iv) Client Confidential Information. As a part of your job role, there may be situations where in you have access to, or you participate in developing, or you may be provided with, orally or in writing or electronically, information that belongs to or is owned by or is provided to Company by clients of the Company (referred to hear in as "Clients"), including but not limited to technical information such as functional and technical specifications, trade secrets, designs, drawings, analysis, research, processes, systems and procedures, computer programs, methods, ideas, know how, business information such as sales and marketing research, strategies, tactics, processes, materials, plans, accounting and financial information, credit information on customers, personal information of individuals who are either

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employees, officers, customers or patrons of Client, any information related to Client's Customers, confidential information of other vendors working with the Client, lists containing the names, addresses and business habits of customers, sales reports, price lists, personnel records including names, addresses and salaries and the like ("Client Confidential Information"). Client Confidential Information shall also include any definitions that the Client provides for the Confidential information. You agree to adhere by all client policies relating to confidential information. At all times during and subsequent to your employment with the Company, whether your employment was terminated voluntarily or involuntarily, with or without cause, you agree to keep secret all Client Confidential Information and not to use any such information for any purpose other than for the benefits of the Client. You agree not to use or disclose any Client Confidential Information without the written consent of the Client to any party who is not employed by the Client and is not authorized to receive such information. You agree to use reasonable care to safeguard from loss or misapplication all Client Confidential Information which comes into your possession or control. You agree not to duplicate electronically or through a photocopier or by taking notes or by any other means any of the Client Confidential Information unless you have been authorized to do so in writing by the Client. In certain situations, your Team Manager may be actively involved in managing the engagement with the Client. Only in such situations, you may share your project related information with your Team Manager and only after your Team Manager has informed you (in writing or via email) that he/she is authorized to receive such information. You agree that if you breach any condition in this section, Client's business standing may be irreparably damaged and the Company may be affected. Therefore, if you violate any condition in this section, you agree to be held personally liable and responsible for all direct and indirect damages caused to the Client and to the Company. Further you agree to indemnify and hold harmless the Company, its officers, agents and assigns for any violation of the client's confidential information.

**(c) Reasonableness of Restrictions.** You further recognize and acknowledge that

- (i) the types of employment which are prohibited by this Section 5 are narrow and reasonable in relation to the skills which represent your principal salable asset both to the Company and to your other prospective employers, and
- (ii) the specific scope of the provisions of this Section 5 is reasonable, legitimate and fair to you in light of the Company's need to market its services, sell its products, develop and nurture its customers, prospective customers and patrons in order to have a sufficient customer base to make the Company's business profitable and in light of the limited restrictions on the type of employment prohibited herein compared to the types of employment for which you are qualified to earn your livelihood.

**(d) Survival of Acknowledgements and Agreements.** Your acknowledgements and agreements set forth in this Section shall survive the expiration or termination of this Agreement and the termination of your employment with the Company for any reason.

**2. Protected Information.**

You shall at all times, both during and after any termination of this Agreement by either you or the Company, maintain in confidence and shall not, without the prior written consent of the Company, use, except in the course of performance of your duties for the Company, disclose or give to others any Confidential Information. In the event you are questioned by anyone not employed by the Company or by an employee of or a consultant to the Company not authorized to receive such information, in regard to any such information or any other secret or confidential work of the Company, or concerning any fact or circumstance relating thereto, you will promptly notify the Company.

**3. Ownership of Ideas, Copyrights and Patents.**

- (a) Property of the Company. You agree that all ideas, discoveries, creations, manuscripts and properties, innovations, improvements, know-how, inventions, designs, developments, apparatus, techniques,

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methods, processes, customer lists, laboratory notebooks and formulae which may be used in the business of the Company, whether patentable, copyrightable or not, which you may conceive, reduce to practice or develop during the Term (collectively, "the Inventions"), alone or in conjunction with another, or others, or by others in the Company, whether during or out of regular business hours, and whether at the request or upon the suggestion of the Company, or otherwise, shall be the sole and exclusive property of the Company, and that you shall not publish or use for any purpose any of the Inventions without the prior written consent of the Company. You hereby assign to the Company all of your right, title and interest in and to all of the foregoing. You further represent and agree that to the best of your knowledge and belief none of the Inventions will violate or infringe upon any right, patent, copyright, trademark or right of privacy, or constitute libel or slander against or violate any other rights of any person, firm or corporation and that you will use your best efforts to prevent any such violation.

(b) Cooperation. At any time during or after the Term, you agree that you will fully cooperate with the Company, its attorneys and agents in the preparation and filing of all papers and other documents as may be required to perfect the Company's rights in and to any of such Inventions, including, but not limited to, joining in any proceeding to obtain letters patent, copyrights, trademarks or other legal rights of the United States and of any and all other countries on such Inventions, provided that the Company will bear the expense of such proceedings, and that any patent or other legal right so issued to you, personally, shall be assigned by you to the Company without charge by you.

#### **4. Disclosure to Future Employers:**

You agree that you will provide, and that the Company may similarly provide in its discretion, a copy of the covenants contained in Sections 5, 6 and 7 of this Agreement to any business or enterprise which you may directly, or indirectly, own, manage, operate, finance, join, control or in which you participate in the ownership, management, operation, financing, or control, or with which you may be connected as an officer, director, employee, partner, principal, agent, representative, consultant or otherwise.

#### **5. Confidentiality of company information:**

The employee hereby agrees to regard and preserve all confidential information obtained during the course of employment or pertaining to the company's business, projects, products, customers, trade secrets, confidential information (including business and financial information) or unpublished know how whether patented or unpatented, and to all activities on behalf of the company and agrees that he/she will not publish or disclose any part of such information to others or use the same for his/her own purpose or the purpose of others during the course of employment or thereafter. Any information of the company which is not readily available to the public shall be considered by the employee to be confidential information and therefore within the scope of this agreement unless the company advises otherwise in writing.

#### **6. Liability on termination of service:**

The employee hereby agrees that upon termination of employment with the company (voluntary or otherwise) that he/she will return to the company all things belonging to the company and that all documents, records, notebooks and tangible articles containing or embodying confidential information including copies thereof in possession or control whether prepared by the employee or others and leave the same with the company for which the employee has to obtain a receipt of the same from the company. The employee hereby recognizes and understands that the unauthorized taking of any of the company's trade secrets is a crime and is punishable. The employee hereby recognizes that such unauthorized taking of the company's trade secret may also result in civil liability beside criminal action and the employee will be liable for all costs, legal expenses and damages suffered by the company.

#### **7. Exit Interview:**

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The employee hereby agrees that upon termination of employment with the company (voluntarily or otherwise) he/she will attend an exit interview and return all items referred to earlier and agrees to prepare and sign any paper required in that behalf.

#### **C. Copyrights**

The employee agrees that all right, title and interest in any and all copy rights, copyright registrations and copyrightable subject matter which occur as a result of employment with the company shall be the sole and exclusive property of the company and agree that such works comprise works made for hire. The employee hereby assign and agree to assign, all right, title and interest in any and all copy rights, copy right registrations, copyrightable subject matter which occur as a result of employment will belong to the company.

#### **D. Unfair Competition**

##### **During Employment:**

The employee hereby agrees that he/she will not interfere with the business of the company in any manner particularly but without limitation to refrain from planning or organizing a competitive business during the term of employment.

##### **Following Termination:**

The employee hereby agrees that he/she will not render services directly or indirectly to a conflicting organization within a period of one year from the termination of service (voluntarily or otherwise) without the prior permission of the company. The employee further agrees that for a period of one year after termination (voluntarily or otherwise) from service will not interfere with the business of the company in any manner particularly to refrain from the following acts:

- a) Initiating contact with any employee, consultant or other independent contractor of the company for the purpose of hiring away such employee, consultant or other independent contractor;
- b) Soliciting customer of the company
- c) Working with any customer/client of the company who was such customer/client of the company during the last one year immediately preceding the date of termination.
- d) Disclosing the information vis-à-vis human resources/financial/marketing to the competitors or making use of such information for personal gain.

##### **Non-competition:**

Subject to the laws of the state in which the employee was employed hereby agree that for a period of one year immediately following the termination of employment with the company (voluntarily or otherwise)

- a) he/she shall not compete with any business, product or service of the company; and
- b) He/she shall not work with or for a person/company/organization which is or was a customer/client of the company within the last one year immediately preceding the date of termination of service.

#### **E. General Provisions:**

Both the parties agreed that if any portion of this agreement is found to be void or unenforceable it shall be severed there from leaving in force the remainder of this agreement. This agreement will be binding upon the heirs, assignees, executors, administrators or other legal representatives of both the parties. No waiver or modification of any of the terms or provisions of this agreement shall be valid unless contained in writing

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and signed by both the parties.

In the event that any legal action becomes necessary to enforce or interpret the terms of this agreement the prevailing party shall be entitled in addition to its court costs, to such reasonable attorney fees and expenses shall be fixed by a court of competent jurisdiction. The employee hereby confirm and agree that in the event that he/she leaves the employment without observing the proper procedure detailed he/she will not withdraw any outstanding amount payable to him/her till all outstanding claims are settled by the employee to the satisfaction of the company. This agreement contains the entire understanding between the parties with respect to the subject matter thereof and there are no representations, warranties, promises or undertakings other than those contained in the provisions above. This agreement is executed with free will and consent and free from coercion or undue influence by the parties. In witness where of both parties to the agreement have stretched their hands, signed and sealed this document on the day of in the presence of:

For **ValueMomentum Software Services Pvt Ltd.**

V.L.Prasanna

Signature of Employee

ValueMomentum Software Services Pvt Ltd

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## **EMPLOYEE ACCEPTABLE USAGE POLICY V13.0**

ValueMomentum Software Services Private Limited (“**ValueMomentum**”) is committed to protect information / data / intellectual property of ValueMomentum / clients / clients’ customers, vendors mitigating the information security risks, data privacy risks and intellectual property infringement risks deploying adequate administrative safeguards, physical safeguards, and technical safeguards along with regular monitoring, reviews, checks, verifications, audits, and risk assessments.

Acceptable usage policy covers all ValueMomentum’s information systems, IT systems, communication & collaboration systems, and facilities systems.

This policy applies to all information, in whatever form, relating to ValueMomentum’s global business activities, and to all information handled by ValueMomentum relating to customers with whom it deals. It also covers all IT and information communications facilities and systems operated by ValueMomentum or on its behalf.

This policy is applicable to employees, contractors, and consultants of ValueMomentum (hereafter referred to as ‘users’) working at offshore, onsite, offsite, and nearshore facilities of ValueMomentum / its clients / clients’ customers.

### **LAPTOP / SYSTEM ACCEPTABLE USAGE**

#### **User Security Responsibilities**

##### User Access Credentials

- Understand the access privileges applicable to you from your reporting authority/delivery manager prior to accessing the ValueMomentum/client network.
- Do not try to login or access ValueMomentum/client network if you do not have valid credentials.
- Always access the allocated laptop/system using authenticated credentials viz. user id, password,etc. shared by IT Operations team/client.
- Do not use personal laptops to access / connect ValueMomentum/client network / systems.
- Do not access personal cloud accounts using personal email ID from ValueMomentum/client provided laptops.
- Do not use allocated ValueMomentum / client specific credentials viz. user Id, password to access any other environment(s) from separate laptop / desktop at the same time.
- Do not attempt to use someone’s ValueMomentum/client specific credentials to access the ValueMomentum/client network.
- Do not allow anyone else to use their user id/token and password on any system to access the ValueMomentum/client network.
- Do not try to help fellow team members by inadvertently sharing your ValueMomentum/clientspecific user access credentials to access ValueMomentum / Client network.
- Do not leave your ValueMomentum / client shared user id/password details unprotected (forexample, writing it down).

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- Avoid creation of User IDs in VM / Client environments on your own, though you have such privileges, without proper approvals from VM / Client.

#### Client Data Privacy & Protection

- Always ensure that your laptop/system's monitor is protected with Privacy Shield Guard provisioned by ValueMomentum / Client.
- Flip the screen on your laptop / system if someone is approaching you from behind.
- Lock the laptop / system if you are leaving your laptop / system at workplace.
- Ensure that the laptop/system is getting updated with the latest OS patches and anti-virus software by regularly restarting the laptop and regularly connecting to internet / ValueMomentum network.
- Do not copy & paste client's data and files from client's environment into ValueMomentum provided laptop / mobile device / system.

#### Unattended System

- Do not leave your user accounts logged in at an unattended and unlocked system. Always lock the laptop/system when not in use.
- Your laptop/system must be locked when the workspace is unoccupied.
- Your laptop/system must be shut completely down at the end of the day.

#### Data Access & Storage

- Do not attempt to access laptop/system data that is not authorized to use or access.
- Do not exceed the limits of your authorization or specific business need to interrogate the laptop/system or data.
- Do not store any personal files such as music, video, photographs, games, etc. on the allocated laptop/system.
- Do not store any critical data in the laptop/system. Always maintain the data in the OneDrive/servers.
- Do not store critical data on any unauthorized systems.
- Do not share files of a project/account with unauthorized users. Always maintain confidentiality of files of your project.
- Do not try to tamper with virus protection settings on your laptop/system.
- Do not try to halt the scheduled virus scans on your laptop/system.
- Do not attempt to remove virus-infected files or clean up an infection on your laptop/system, other than by the use of an approved anti-virus software and procedures.

### **INTERNET ACCEPTABLE USAGE**

#### **User Security Responsibilities**

- The internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).
- The Internet facility should be used only for performing your job functions.

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- Internet facility will be granted by ValueMomentum/client based on your current job responsibilities only.
- Internet facility should only be used by the assigned user of the laptop/system for business purposes.
- Communication with colleagues, business partners of ValueMomentum, and customers should be within the context of an individual's assigned responsibilities.
- Acquiring information and/or sharing information should be according to the individual's role and assigned responsibilities and business purposes.
- Limit the personal usage of the internet facility.
- Do not try to access the restricted sites.
- Avoid connecting ValueMomentum laptops/systems to the internet using non-standard connections without prior approval of the Security Operations team.
- Do not share your allocated laptop/system's user id and password information with another person that gives access to the internet facility.
- Attempting to access the internet facility from another user's laptop/system is strictly prohibited.
- You must take all necessary precautions to prevent unauthorized access to internet facilities provided by ValueMomentum/client from your allocated laptop/system.
- Do not upload/post any ValueMomentum/client owned source code, documentation, information in any internet websites, public forums, blogs, social networking sites, personal cloud storage spaces such as OneDrive, DropBox, personally subscribed repositories such as GitHub, GitLab, BitBucket, SourceForge, LaunchPad, Google Cloud Source repositories, AWS Code Commit, Phabricator, Gogs, Gitea, Apache Allura, etc.
- Do not directly copy/paste the code from internet into allocated laptop/system during development without authorization. This may contain malicious code introducing security risks into the application being developed.
- Do not download any third-party plug-ins/software/applications from the internet into allocated laptop/system and use during development without authorization. Such plug-ins/software/applications may be copyrighted. They may also be security vulnerable and may expire after a certain period without any support.
- Do not download any unwanted information from the internet into allocated laptop/system. Avoid downloading of any copyrighted material without appropriate approval.
- Do not in any way infringe any copyright, database rights, trademarks, or other intellectual property.

## EMAIL ACCEPTABLE USAGE

### User Security Responsibilities

- The email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, pictures, jokes, chain letters spamming. Users who receive any emails with this content from any ValueMomentum/client employee should report the matter to their supervisor immediately.
- Always use the ValueMomentum/client provided email facility for official communication purposes only.
- Do not use the ValueMomentum/client provided email facility for the purposes of harassment or abuse.
- Treat emails as confidential information of ValueMomentum/client which should not be

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tamperedwith and/or deleted.

- Archive emails at regular periods coordinating with Security Operations team.
- Check email recipients carefully before pressing the send button.
- Do not share ValueMomentum/client information to unauthorized users using ValueMomentumemail facility.
- Do not forward ValueMomentum/client information related emails to any personal email/storageaccounts.
- Do not communicate with ValueMomentum/client counterparts using any personal email ids.
- Do not make official commitments through the ValueMomentum/client email facility on behalf ofValueMomentum/client unless authorized to do so.
- Do not send unprotected sensitive or confidential information to external users.
- Do not download ValueMomentum/Client emails on any unauthorized devices.
- Configuration of outlook on personal mobile device/phone is not recommended considering thedata leakage prevention risks. Adequate caution should be exercised to protect the emails of ValueMomentum/client on your mobile device/phone in case such privilege is available for you.
- Considering email phishing threats, avoid clicking unknown links or attachments in suspicious emails from senders that you do not recognize on the allocated ValueMomentum/client laptop. Be especially wary of .zip or other compressed or executable file types.
- Avoid sharing your personal information (like usernames and passwords) in regular email messages to unknown users.
- Watch for email senders that use suspicious or misleading domain names.
- Inspect URLs carefully to make sure they're legitimate and not imposter sites.
- Make sure the website uses encryption.
- Do communicate only with emails that you know and trust.
- Do not try to open any shared document that you're not expecting to receive.
- Be especially cautious when opening attachments or clicking links if you receive an email containing a warning banner indicating that it originated from an external source.
- If you can't tell if an email is legitimate or not, please notify Information Security Group at [Phishing@valuemomentum.com](mailto:Phishing@valuemomentum.com)

## MOBILE DEVICES ACCEPTABLE USAGE

### User Security Responsibilities

#### Mobile Devices Authorization

- Directly connecting to ValueMomentum/client's environment using mobile devices/phones is not recommended.
- Secure access to client environment through mobile devices, i.e., laptops are authorized basedon client's approvals.

#### Mobile Devices Protection

- Take appropriate precautions to prevent damage to or loss /theft of a ValueMomentum/client provided mobile devices/laptops.
- Always use authenticated internet connection (Company/Client, home, hotel, non-public internet, etc.) from ValueMomentum/client provided mobile devices, i.e., laptops.

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- In case of separation of an user, mobile device, i.e., laptop provisioned to user by ValueMomentum shall be returned in the same condition.
- Always take appropriate precautions to prevent damage to or loss /theft of ValueMomentum owned mobile devices (viz. laptops).
- You are responsible for certain costs to repair or replace the mobile device (viz. laptop) if the damage or loss is due to your negligence or inattention.
- If a ValueMomentum / client provided mobile device/laptop is lost or stolen it must be reported to IT Operations teams and local police immediately. Failure to secure and submit a police complaint will result in personal liability for replacement mobile device/laptop cost(s).
- Do not try to change the system configuration settings of the allocated mobile devices/laptops.
- Ensure that the allocated mobile device/laptop is getting updated with latest OS patches and anti-virus software by regularly restating the mobile device/laptop and regularly connecting to internet /ValueMomentum network.
- Do not install any unauthorized / unapproved software into the allocated mobile device/laptop without prior written approval from the ValueMomentum / client.

#### Data Storage and Sharing

- Do not store any critical data in the mobile devices/laptop. You are responsible for maintaining an appropriate backup of the data residing in the mobile device/laptop. Critical documents and data files shall be stored on the ValueMomentum OneDrive. Use of ValueMomentum OneDrive for backup of your personal documents or data files is restricted.
- In case there is a requirement, you should share the ValueMomentum/customer information using ValueMomentum email id/authorized information sharing mechanisms.
- Do not try to change the system configuration settings of the allocated mobile devices/laptops.
- Ensure that the mobile device/laptop is getting updated with latest OS patches and anti-virus software by regularly restating the laptop and regularly connecting to internet / ValueMomentum network.

### **REMOVABLE MEDIA/MOBILE STORAGE DEVICES**

#### **User Security Responsibilities**

- Usage of removal media/mobile storage devices such as memory sticks, CDs, DVDs, and removable hard drives are prohibited.
- Mobile devices such as memory sticks, CDs, DVDs, and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only ValueMomentum authorized mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

### **AUTHORIZED USAGE OF SOFTWARE, PLUG INS AND SUBSCRIPTIONS**

#### **User Security Responsibilities**

- Always use only licensed and approved software for all business purposes.
- Do not upload software on a personal machine into company OneDrive and install / configure.
- Avoid installation of software/plug-ins, etc., on ValueMomentum / Client laptops / systems /

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environments without any permissions due to license, compliance, and End of Life software issues.

- Do not download and install unauthorized software such as freeware, trial version, open source, community edition, etc. on the ValueMomentum allocated laptop/system or customer allocated laptop/system or virtual machine on your own. Use only software that is authorized by the Security Operations team or Customer. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on the allocated system must be approved and installed by the Security Operations team.
- Do not use ValueMomentum/customer email id to subscribe to news groups, personal repositories such as GitHub, GitLab, BitBucket, SourceForge, LaunchPad, Google Cloud Source repositories, AWS Code Commit, Phabricator, Gogs, Gitea, Apache Allura, etc.
- Do not install any unauthorized / unapproved software such as, freeware, trial version, open source, community edition, etc., into the mobile devices without prior written approval from the Security Operations team.
- Software shall not be duplicated, reproduced, or installed on more than one machine without priorwritten authorization by the Security Operations team.
- Any unauthorized reproduction of computer software may expose the company and the users to civil and criminal liability for infringement and breach of copyright and other intellectual property rights.
- Any act relating to unauthorized duplication of software may be subjected to disciplinary action which may include the termination of the staff member's employment contract.
- The use of unauthorized software (including games) also exposes company systems to the threat of serious virus attack.
- If you wish to procure an authorized software, the following guidelines must be adhered to:
  - Requisition should be shared with the Security Operations team for procurement.
  - The Security Operations team should understand the purpose of the software, usage of the software and ensure that the requirement is in line with the licensing norms of the software.
  - The Security Operations team should verify if the required software is budgeted and if budgeted, Security Operations team should procure the same and install / configure on the computers / VDIs.
  - The Security Operations team should ensure that the software licenses must be registered in the name of ValueMomentum and not in the name of an individual end-user.
- If you wish to procure software that is not "authorized" due to business requirement, you must share such requirement(s) with Security Operations team for review and approval. If approved by the Security Operations team, the software will be procured and shared with you and subsequently identified as authorized software.
- Ensure to adherence to the following requirements:
  - Use of the computer software only in accordance with the applicable license agreement,
  - Only use software approved for use within company,
  - No downloading or uploading of unauthorized software or files over the internet,
  - Abide by the organization's policies on the use of anti-virus software, and shall not loadunauthorized software including games software onto company laptops / systems,
  - Raise any doubts concerning the use or duplication of any given software with theSecurity Operations Manager, and
  - Always notify the Security Operations Manager promptly of any misuse of software related documentation which comes to one's notice.

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- SHADOW IT In case of any such requirement, consult Security Operations & GRC teams to provision the same along with the purpose, business requirement, and justification for review and authorization.
- An approved shadow IT solutions are authorized to use by authorized users.
- If a shadow IT implementation no longer meets user needs, becomes obsolete, or is to be retired, it's recommended to reach the Security Operations team for necessary action.
- Any unauthorized subscription / usage of shadow IT by user could result in disciplinary action leading up to and including termination of employment and civil and/or criminal prosecution under local, state, and federal laws.

## SOCIAL ENGINEERING TACTICS

### User Security Responsibilities

- Do not share any confidential details with unknown people and avoid responding to telephone calls from unknown persons.
- Do not pick/collect any PenDrives/USB Drives found on floor publicly and try to attach to the computer, as such devices could contain malware and intentionally left publicly by unknown persons.
- Printer privilege is restricted to authorized users.

## PRINTER ACCEPTABLE USAGE

### User Security Responsibilities

- Printer privilege is restricted to authorized users.
- Printing of confidential/sensitive information and sharing with unauthorized users is strictly restricted.
- After printing authorized document, do not leave the printout near printer in an unattended manner.

## TELEPHONY EQUIPMENT ACCEPTABLE USAGE

### User Security Responsibilities

- Do not carry mobile phones into physically isolated work areas including meeting rooms. Always use ValueMomentum provided telephony equipment for communication.
- Always maintain user credentials of voice facilities as confidential. Do not share the user credentials of voice facilities with others.
- Do not use ValueMomentum voice facilities for sending or receiving private/personal communications, except in exceptional circumstances.
- Do not use ValueMomentum voice facilities for conducting private business.
- Do not make hoax or threatening calls to internal or external destinations
- Do not accept reverse charge calls from domestic or international operators unless it is for business use.

## PASSWORD ACCEPTABLE USAGE

### User Security Responsibilities

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- Do not subscribe / install, configure and use any unauthorized shadow IT such as software / solutions / technologies / services / systems on company laptops / mobile devices / systems / cloud instances, without knowledge of or approval from the Security Operations & GRC teams.

### User Security Responsibilities

- All critical IT equipment including desktops and mobile devices are password protected.
- Always maintain complex passwords. Use at least 8 characters-no less.
- Password should consist of a combination of uppercase and lowercase alphabets, numeric and special characters.
- Switch them regularly. Old passwords run the risk of compromise. Change them regularly.
- Don't reuse passwords. Use a different one each time.
- Maintain confidentiality of passwords. The passwords should not be disclosed under any circumstances.
- Do not write password on the desk, near monitor, CPU, under keypad/ keyboard or on a paper. Have a strategy for memorizing.

## STANDARD FORMATS / IMAGES & PUBLICLY AVAILABLE INFORMATION USAGE

### User Security Responsibilities

- Always download the standard formats / images from the defined centralized repository.
- Always access ValueMomentum authorized websites for images / formats.
- Do not download any formats / material / content directly from internet for usage to avoid any risks associated with intellectual property, confidentiality, legal and reputation of ValueMomentum.
- ValueMomentum has no ownership rights on the formats / documents of our clients, client's customers, vendors, individuals, etc.
- Do not use / disclose the formats / documents / information of our clients / client's customers / vendors / individuals, etc. for any purpose without understanding the intellectual property rights and without obtaining formal written approvals from them.
- As a basic requirement, prior to using publicly available information, understand the content usage license.
- Always ensure that the presentations / reports being prepared do not contain any text / information / images directly extracted from the internet.
- Do not do any of the following unless you are authorized by the content creator:
  - Do not alter or modify the information.
  - Do not use the information for any commercial purposes.
  - Do not distribute the information; and
  - Do not change / tamper with any of the attributes of the standard formats of a document.
- Create / update the document / intellectual property adhering to the requirements shared by the owner of the document / intellectual property.
- In case of PPT, always check the Master Slide for any discrepancies by opening the PPT and clicking view option in menu and slide master menu item.
- Prior to sharing the presentation / report with internal team / client, always conduct a self-review of the document by right clicking on the document to verify the size and by clicking the tab details and tool-based checks to ensure that there won't be any discrepancies with attribute values such as title, subject, authors, last saved by, ValueMomentum, manager, etc.

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- Always ensure that the document / presentation / report contains the author's name, date of preparation, reviewer name, date of review, approver name, approval date and classification details. In case it's a configurable item, always update the version number and maintain version history.  
All "Sensitive", "Confidential", "Internally Restricted", "Public" information must be clearly labeled with the words - "Sensitive", "Confidential", "Internally Restricted", "Public" based on applicability.
- Any information which is meant for internal requirements must be treated as "Internal Restricted" only.
- "Public" information must be labeled to identify its intended audience.
- The name of the owner, reviewer, version, and the date should appear on the face of the document (1st page or 1st slide).
- The document must be labeled "Sensitive" / "Confidential" / "Internally Restricted" / "Public" on the outside cover or the title page.
- The footer of each page / slide in the document should be labeled as "Sensitive" and "Confidential".
- Wherever appropriate, convert a PPT into PDF and share with the intended / authorized user(s) only.
- Any classified document should be encrypted, password protected and shared with the intended / authorized user(s) only. Passwords should be shared separately only to the intended / authorized user (s).
- Information labeled as "Restricted" or "Confidential" must be safeguarded not only while in use but also when stored to protect against unauthorized access.
- Information should be destroyed as the organization's record retention schedule.
- Information no longer valuable to the organization must be destroyed.
- Confidential information must be destroyed beyond identification and recovery.

## **PERSONAL IDENTIFIABLE INFORMATION ACCEPTABLE USAGE**

### **User Responsibilities**

- User is aware that ValueMomentum must collect Personal Information from workforce. The nature of the information collected varies somewhat for each user, depending on the type of association, i.e., regular employee, consultant, contractor, employment responsibilities, the location of the facility where user work, and other factors. ValueMomentum collects Personal Information from user solely for business purposes, including those related directly to employment with the ValueMomentum, and those required by governmental agencies.
- User is aware that ValueMomentum protects the Personal Information collected by deploying adequate security controls and ensure that unauthorized individuals do not have access to such Personal Information.
- User is aware that ValueMomentum will not knowingly disclose, sell or otherwise distribute employee Personal Information to any third party without employee knowledge and, where appropriate, employee express written permission, except a) Legal requests and investigations, b) Third-party vendors and service providers such as a payroll service, a background verification service, online trainings, etc., c) Business Transfers such as new subsidiaries or business units.

## **WORK FROM HOME/WORKING OFFSITE**

### **User Security Responsibilities**

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- Always access ValueMomentum / Client environments using allocated laptop from Indian geography. In case of any relocation requirement to other country is there on temporary / long term basis, this should be formally informed to client's information security / compliance team, ValueMomentum's HR team along with formal approval from client 's information security compliance team. These details should be shared with Security Operations & GRC teams to enable access to ValueMomentum / Client environments.
- Always ensure that you have the required infrastructure/environment to work from home (work desk, uninterrupted high bandwidth internet connection, power backup, and peaceful environmentto attend meetings).
- Always take appropriate and adequate measures, while accessing customer environment using ValueMomentum provided laptop/desktop avoiding unauthorized access, unauthorized modifications, unauthorized deletions, and unauthorized destruction of customer data by unauthorized users.
- Always access internet of home or mobile data plan using laptop/desktop. Usage of internet related to public areas such as railway stations, airports, shopping malls is strictly avoided on the laptop/desktop.
- Always maintain the confidentiality of the user credentials and should not share with unauthorizedusers.
- Carrying any video/audio devices is restricted at work area including taking photographs at work area.
- Do not store any critical data in the laptop/desktop. Entire official data to be stored on“OneDrive” only.
- Do not try to change the system configuration settings of the allocated laptop/desktop.
- Ensure that the laptop is getting updated with latest OS patches and anti-virus software by regularly restating the laptop and regularly connecting to internet / ValueMomentum network
- Do not install any unauthorized / unapproved software such as, freeware, trial version, open source, community edition, etc., into the laptop/desktop without prior written approval from the Compliance Group.
- You are responsible for certain costs to repair or replace the laptop/desktop if the damage or loss is due the negligence or inattention.
- If a laptop is lost or stolen, you must report it to IT Asset Management / IT Operations teams and police immediately. For theft or loss of ValueMomentum premises, should be reported to local police as well. This will result in personal liability.
- Always carry the laptop using the ValueMomentum laptop bag provided.
- Do not leave the laptop in an unattended and unlocked manner in public places while he/she isnot around.
- Do not leave the laptop in sight in a vehicle.
- Always carry the laptop as hand luggage when travelling.
- Do not expose the laptop to heat generating sources or direct sun light.
- Always use safe electrical plug-point and cable to connect the power for laptop/desktop.
- Ensure proper and safe electrical connection, such as UPS, inverter, surge-protector, spike-arrester is available at home or any place that you are working from.
- Always protect the laptop/desktop from damage by safely mounting the laptop on a table.
- Always ensure that no spillages of liquids/fluids occur on the laptop/desktop resulting completedamage.
- Avoid usage of the laptop by placing it on the lap, where the vents may become blocked andresult in increased heat generation.

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- Ensure that the laptop/desktop is cleaned on a regular basis.
- Ensure that the laptop battery is charged on a regular basis.
- Ensure that you have a secure / high-speed internet connection (preferably dedicated and not shared with other users, using the common SSID or common password).
- You should ensure not to try repairing, uninstalling, re-installing, or tampering with any software /tool that is provided as part of the standard / default configuration.

## CLIENT NETWORK ACCEPTABLE USAGE

### User Responsibilities

Client may regularly monitor the activities of users connected to their network and conduct audits on ValueMomentum's facilities and the hardware and software of any device that connects to the client corporate network.

The utmost care must be taken by the user while connecting/accessing/working in the client network to avoid unwarranted issues.

## FACILITY ACCEPTABLE ACCESS

### User Responsibilities

- In order to help maintain building security, all users should always wear identification badge cum access card and prominently display it when security asks.
- Cooperate with the security personnel for any type of regular/random checks and frisking activities.
- Contractors are provided with separate access with restricted access privileges for facilities.
- Ensure that your visitors wear company provided visitor card without any access privileges.
- Access system is linked with attendance system. Do not tailgate while accessing ValueMomentum facilities.
- Always authenticate yourself through access device (biometric/access card) during entry/exit of the ValueMomentum premises.
- In case the access card is lost/forgotten, inform security personnel immediately.
- Unauthorized photography is strictly prohibited within ValueMomentum premises.
- Deposit unauthorized baggage and personal gadgets viz. laptop, pen drive, CDs/DVDs, audio/video recording devices, mobiles with camera, etc. In case there is a business need to carry a mobile with a camera within the premises, close the camera aperture using tape at the security desk.
- Do not try to access secure areas viz. server room, without authorization.
- Ensure gate passes for movement of any ValueMomentum owned infrastructure.
- Do not discuss or disclose any details of the project with unauthorized personnel.
- Dispose hard copies using shredder near the printer areas.
- For disposal of any IT equipment, take the help of facilities team.

## CLEAN DESK & CLEAR SCREEN

### User Security Responsibilities

- Ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day.
- Do not store any documents on the desktop of the system.

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- Any restricted or sensitive information must be removed from the desk and locked in a pedestal / file cabinet when the desk is unoccupied and at the end of the workday. Keys used for access to restricted or sensitive information must not be left at an unattended desk.
- All printers and fax machines, if any, should be cleared of paper as soon as they are printed; this helps ensure that sensitive documents are not left in printer trays for the wrong person to pick up.
- Upon disposal, restricted and/or sensitive documents should be shredded in the official shredderbins or placed in the lock confidential disposal bins.
- Whiteboards containing restricted and/or sensitive information should be erased.

## FIRE SAFETY

### User Security Responsibilities

- Understand the emergency exit plan in company buildings and floors. Use the emergency exitdoors during fire emergencies only.
- Do not place anything in or near emergency exit doors that may obstruct persons moving to andfrom the exit.
- Do not interfere with or obstruct the operation of any emergency exit doors.
- Do not keep open the emergency exit doors.
- Get familiar with the building specific fire escape route plan, location of fire exits, manual callpoints, emergency contact details and fire emergency assemble points.
- Be part of fire evacuation mock drills on a periodic basis to become familiar with building first-aid, evacuation procedures and usage of fire extinguishers.

## INCIDENT REPORTING

### User Security Responsibilities

- In case of any information security policy violation / data breach being observed by you, report it to information security group/compliance group [SecOps@Valuemomentum.com](mailto:SecOps@Valuemomentum.com) CC to [GRC@Valuemomentum.com](mailto:GRC@Valuemomentum.com) with appropriate subject line or IT Service Management System, selecting Information Security Policy Violation as category for investigation.
- Any other non-information security policy violation / data breach with an impact on the reputation / brand of ValueMomentum, should be reported to Human Resource team for investigation.

## PERIODIC REVIEWS

### Usage Compliance Reviews

To ensure compliance with this policy, periodic reviews will be conducted by Security Operations / GRC teams. These reviews will include testing the degree of compliance with acceptable usage policy.

### Policy Maintenance Reviews

Periodic reviews will be conducted by Security Operations / GRC teams to ensure the appropriateness and the effectiveness of acceptable usage policy. These reviews may result in the modification, addition, or deletion of acceptable usage policy to better suit ValueMomentum information needs.

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## **POINTS OF CONTACT**

If you need assistance regarding the acceptable usage policy, contact the ISG / compliance teams for additional assistance.

## **CONSEQUENCES OF VIOLATIONS**

**Violations of the *acceptable usage policy* will be recorded and can lead to revocation of email access privileges and/or disciplinary action up to and including termination, legal prosecution, and imprisonment.**

Additionally, ValueMomentum may at its discretion seek legal remedies for damages incurred as a result of any violation. ValueMomentum may also be required by law to report certain illegal activities to the proper enforcement agencies.

During joining, the potential user is required to read this acceptable usage policy and sign an acknowledgment form (located on the last page of this document). The signed acknowledgment form should be turned in and will be kept on file at the facility granting access.

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## ACKNOWLEDGMENT

I have read the *Acceptable Usage Policy, Information Security & Data Privacy Policies of ValueMomentum and Engagement Specific requirements available at [Management System - 3 Information Security - All Documents \(sharepoint.com\)](#)*, and understood the contents including consequences of violations. I agree to always comply with the said policy requirements completely without failure.

I hereby agree to regard and preserve the data / information / intellectual property of ValueMomentum / client / client's customers / vendors pertaining to the ValueMomentum's business, projects, products, clients, trade secrets, financial information, knowhow in whether patented or not patented including but not limited to inventions, product knowhow, product requirements, product designs, source code, etc. obtained during the course of employment and all activities on behalf of ValueMomentum and agree that I will not publish or disclose any such information to other or use the same for my own purpose or the purpose of others during the course of my employment or thereafter.

I also agree that it is my utmost responsibility to periodically access, read, understand and comply the new / changes to the policies from [Management System - Management System - All Documents \(sharepoint.com\)](#) on regular basis.

I am aware that any breach of violation of this policy deliberately or accidentally, may lead to disciplinary action up to and including termination, legal prosecution, hefty penalties, and imprisonment.

Name & Address: «Address»

Designation: «Designation»

Signature: \_\_\_\_\_

Date: «Date\_of\_Joining»

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