IT POLICY

ALL PERSONNEL

Philosophy:-

To provide guidelines to employees for accessing IT systems and the data on them.

Employees are responsible for the security of IT systems and the data on them. They should avoid misuse of system as sometimes it may lead to potential damage like malware infection (e.g. computer viruses), legal and financial penalties for data leakage and lost productivity resulting from network downtime.

- All data stored on systems is the property of the Company. Users should be aware that the company cannot guarantee the confidentiality of information stored on any system except where required to do so by local laws.
- Systems exist to support and enable the business. Personal Usage is not allowed.
- Any information that is particularly sensitive or vulnerable must be encrypted and/or securely stored, so that unauthorized access is prevented.
- Management reserves the right to regularly audit I monitor network and systems to ensure compliance with this policy.
- Users must not send, upload, remove on portable media or otherwise transfer to other system any information that is designated as confidential, or that they should reasonably regard as being confidential to our company except where explicitly authorized to do so in the performance of their regular duties.
- Users must keep passwords secure and not allow others to access their accounts. Users must ensure all passwords comply with safe password policy.
- Users who are responsible for the safety and care of that equipment and the security of software and data stored in it and on other system that they can access remotely using it.
- Theft / computer hacking / using illegal or unlicensed software shall not be entertained
- Users will be responsible for the consequences of theft or disclosure of information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.
- Users must at all times guard against the risk of malware (e.g. viruses, spyware, Trojan horses, rootkits, worms, backdoors) in system by whatever means and must report any actual or suspected malware infection immediately.
- For not following the policy, HR Department will take necessary steps against the employee as per the HR norms which include penalty I suspension I termination of employee.

All La Gajjar Machineries Pvt Ltd.'s IT facilities and information resources remain the property of La Gajjar Machineries Ltd. Ltd. and not of particular individuals, teams or departments. By following this policy we'll help ensure IT facilities are used:

- Legally;
- Securely;
- Without undermining interests of La Gajjar Machineries Pvt. Ltd. and its group companies;
- Effectively;
- In a spirit of co-operation, trust and consideration for others;
- So, they remain available throughout.

The policy relates to all Information Technology facilities and services provided by LGM. All staff and volunteers are expected to adhere to it.

1. Precautionary and Disciplinary Measures
Deliberate and serious breach of the policy statements in this section will lead to disciplinary measures which may include the offender being denied access to computing facilities.

1.1 Copyright:
Take care to use software legally in accordance with both the letter and spirit of relevant licensing and copyright agreements. Copying software for use outside these agreements is illegal and may result in criminal charges.

1.2 Security:
- Don't attempt to gain unauthorized access to information or facilities. If you don't have access to information resources you feel you need, contact your IT Support person.
- Don't disclose personal system passwords or other security details to other staff, volunteers or external agents and don't use anyone else's login; this compromises the security of La-Gajjar. If someone else gets to know your password, ensure you change it or get IT Support to help you.
- If you leave your PC unattended without logging off, you are responsible for any misuse of it while you're away.
- ALWAYS check floppy disks/CDs for viruses, even if you think they are clean (contact IT Support to find out how). It is better to be safe than sorry.
- Using any type of storage media to transfer files/data from one computer to another is completely PROHIBITED. It can be done by intranet in the worst case of emergencies. Any storage media usage has to be pre-approved and done under the guidance of IT support.

1.3 You are a representative of La-Gajjar when you're on the Internet using email:
- Make sure your actions are in the interest (and spirit) of La-Gajjar and don't leave La-Gajjar open to legal action (e.g. libel).
- Avoid trading insults with other people using the Internet with whom you disagree.
- Obscenities/Pornography: Don't write it, publish it, look for it, bookmark it, access it or download it.

1.4 'Electronic monitoring':
Any information available within IT facilities must not be used to monitor the activity of individual staff in anyway (e.g. to monitor their working activity, working time, files accessed, internet sites accessed, reading of their email or private files etc.) without their prior knowledge. Exceptions are:

- In the case of a specific allegation of misconduct, when the Management Team can

authorize accessing of such information when investigating the allegation

- The IT Support team can access such information to monitor overall systems and processes of individuals.

2. Email Policy

2.1 When to use email:

- Use it in preference to paper to reach people quickly (saving time on photocopying / distribution) and to help reduce paper use. Think and check messages before sending (just as you would a letter or paper memo).
- Use the phone for urgent messages (email is a good backup in such instances).
- Use La-Gajjar intranet (not email) to communicate all relatively static information (e.g. policy, procedures, briefing documents, reference material and other standing information). Record information on the intranet and your system in a well-structured manner. Use email merely as a pointer to draw attention to new and changed information on the intranet.
- Publishing and copyright material not to be sent on mail in any case under any circumstances. However, under emergency circumstances this can only be done after prior approval of the same from the IT Support team on a case-to-case basis.

2.2 Use of Distribution Lists:

- If you wish to broadcast other non-work-related information or requests (e.g. information or opinions on political matters outside the scope of La-Gajjar' campaigning, social matters, personal requests for information etc.) it is better to use a Webmail account or a personal email account at home; don't use the standard (work) aliases.

3. Internet usage policy

3.1 Internet is a paid resource and therefore shall be used only for business work. Internet facility shall be provided only through proxy server and company reserves every right to monitor, examine, block or delete any/all incoming or outgoing Internet connections on the company's network. Users shall not use modem / wireless data-card / any other media to access internet while being connected to Endeavor Careers' Corporate intranet.

Other requisites on internet usage are as mentioned below:

- Internet access shall be provided to everyone. Anyone who misuses it shall be given access after appropriate authorization. Such access shall be reviewed periodically by the IT department.
- Corporate IM solution is available to all having corporate email id. Use of personal Instant messenger and chat is prohibited. Very selectively when instant communication is necessary over the internet to perform certain activities because of business demands, instant messenger shall be made available on a case-to-case basis.
- By default, access to the following shall be denied.
  - ✓ Access to install software or packages of any nature
- Users with internet access shall not use company's facilities to download
  - ✓ Entertainment software or games or play games over the internet
  - ✓ Images or videos unless there is an explicit business-related use

material.

- ✓ Or display any kind of sexually explicit image or document on any company system. In addition, sexually explicit material shall not be accessed, attempted to be accessed, archived, stored, distributed, edited, or recorded using Endeavor Career's network or computing resources.
- ✓ Freeware / shareware / unlicensed software or tools without prior consent from authorized personnel.

- Users with internet access shall not upload

  - ✓ Any software licensed to La-Gajjar

  - ✓ Data owned or licensed by La-Gajjar

  - ✓ Documents classified as Endeavor Careers Proprietary, La-Gajjar Confidential or La-Gajjar Internal Use, without explicit authorization written or on mail.

- Users shall not carry out any objectionable, frivolous or illegal activity on the internet that shall damage the company's business or its image.

- Users shall not attempt to circumvent or subvert security measures on either the company's network resources or any other system connected to or accessible through internet.

4. Miscellaneous

4.1 Hardware and Software: All purchases of hardware as well as software should be approved by the IT Manager.

4.2 Installing Software: Please ask the IT Support to install any specific software after getting the permission to install the same from your manager.

4.3 Data transfer and storage on the network:
- Keep master copies of important data on La-Gajjar's network and not solely on your PC's local drive. Otherwise it will not be backed up and is therefore at risk.
- Be considerate about storing personal (non- La Gajjar) files on La Gajjar's network.
- Don't copy files which are accessible centrally into your personal directory unless you have good reason (i.e. you intend to amend them or you need to reference them and the central copies are to be changed or deleted) since this uses up disc space unnecessarily.

4.4 Use of facilities for leisure or personal purposes (e.g. sending and receiving personal email and browsing the Internet) is permitted so long as such use does not: incur specific expenditure for La-Gajjar
- impact on your performance of your job break the law.
- bring La-Gajjar into disrepute.

4.5 Care of equipment:
- Don't re-arrange how equipment is plugged in (computers, power supplies, network cabling, modems etc.) without first contacting IT Support.
- In-house software: This is software written by staff or volunteers using La-Gajjar's equipment. It is La-Gajjar property and must not be used for any external purpose.
- It is advisable to take utmost Care of the hardware items to whomever the same are

been allotted

- The asset issued is for solely official purpose
- While taking the possession of assets, the required forms need to be signed.
- If there is any problem in running the hardware, immediate information to IT Department needs to be Done
- Employee can mention necessary specifications needed for their job function before taking handover from the IT Department
- In any case the hardware must be brought to the IT Department once every three months at mutual convenience for maintenance of the hardware.
- Employees may not take the IT Asset for repair to any external agency or vendor at any point of time.

1. Security: Password disclose, System log-off, USB Block.

2. E-Mail Policy: Obscenities/Pornography/Insulting language use

3. Monitoring: Electronic monitoring of any individual staff with exception

4. Internet Usage : Prohibited use of internet with approval of department HODs, Software installation prohibited.

5. Hardware software purchase centrally and approved by IT manager.

6. Asset Handling and care of equipment.

NOTES:

- Personal passwords: Disclosure to other staff, volunteers or external agents: This may be necessary in some circumstances. Such a practice is allowed only if sanctioned by a member of the Management Team after discussion with the IT Support. If the password is disclosed for a one-off task, the owner must ensure that his / her password is changed (by contacting IT Support) as soon as the task is completed.

- Email aliases are pre-defined 'shortcuts' for distributing internal email to specific groups of people. IT Support can tell you what these are and how to use them.

- Webmail accounts are personal email accounts that are stored on the Internet and can be accessed from anywhere with a standard browser, e.g. home or cybercafé. IT Support can advise you on setting up such an account.

For La-Gajjar Machineries (P) Ltd.

VEENA RAJAI

HR DEPARTMENT

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