**INFORMATION SECURITY**





ACCEPTABLE USE POLICY

January 1 2017

1. Acceptable Use Policy for e-mail and Internet

# Policy Statement

JK Lakshmi Cement’s Information Systems including hardware and software shall be used for official and authorized purposes only in a secured and controlled manner and only for the conduct of its work and operations.

JK Lakshmi Cement’s e-mail and Internet facilities are intended for official use as required by the user’s job description and responsibilities. We encourage the use of the Email and Internet because they make communication more efficient and effective.

However, Internet service and e-mail are company property, and their purpose is to facilitate smooth operations. Every user has a responsibility to maintain and enhance JK Lakshmi Cement’s public image and to use JK Lakshmi Cement e-mail and access to the Internet in a productive manner. Further, the users need to ensure that they do not accidentally or intentionally use these facilities to compromise the security of JK Lakshmi Cement’s Information Systems. To ensure that all users are responsible, the following policies have been established in the JK Lakshmi Cement Information Security Policy for E-mail and Internet usage.

Any improper use of the Internet or email is not acceptable.

**Unacceptable uses of the e-mail and Internet:** JK Lakshmi Cement’s e-mail and Internet access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene in nature. No messages with derogatory or inflammatory remarks about race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the JK Lakshmi Cement's e-mail or Internet system. Any use of the JK Lakshmi Cement e-mail or Internet for personal gain is prohibited.

**Communications:** Each user is responsible for any content including text, audio or images that they place or send over the JK Lakshmi Cement e-mail/Internet system. No e-mail or other communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from other organization. All messages communicated on the JK Lakshmi Cement’s e-mail/Internet system should contain the user’s name.

Any messages or information sent by a user to another individual outside JK Lakshmi Cement via an electronic network are statements that reflect on JK Lakshmi Cement. Therefore, all such communication should be done keeping JK Lakshmi Cement's security and image uppermost in mind.

All communications sent by users via the JK Lakshmi Cement e-mail/Internet system must comply with this and other JK Lakshmi Cement policies and must not result in unauthorized disclosure of any JK Lakshmi Cement confidential / proprietary information.

**Mobile Devices / Desktop / Laptops:** Only Company’s owned mobile devices shall be given access to Internet, Email and ERP Application. But these devices should first be authorized in the IT system. No personal devices **of any (Employee, Vendor or customer)** shall be given access on corporate network.

**Software:** Users must not download any software from the Internet **or Data from SAP.** Users must contact the IT helpdesk in case they have any software requirements. No software license should be procured directly by any individual / department.

**Copyright Issues:** Copyrighted materials belonging to the entities other than JK Lakshmi Cement may not, subject to the allowable exemptions, be transmitted by employees on JK Lakshmi Cement e-mail/ Internet system. All users obtaining access to other companies’ or individuals’ materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission of the copyright owner, or as may be permitted under the appropriate law. Each employee shall observe all terms and conditions of the license agreement, under which the license to use any copyrighted work has been obtained.

**Use of Non JK Lakshmi Cement E-mail, Instant Messengers and Message Boards:** Use of E-mail or message board facilities not provided or authorized by JK Lakshmi Cement is prohibited for any official communication. Users shall not use any unauthorized e-mail services, instant messengers or Internet message boards for transmission, storage or retrieval of any official information.

**Internet Connectivity:** Internet connection shall be provided through central hub within company’s network. Only company provided Data Cards / Mobile should be used on company’s asset when accessing internet from outside company’s network.

**E-mail Attachment Limit:** Incoming and Outgoing E-mail attachment limit is 15 MB.

**Data Transfer to / from Internet:** Files bigger than 20 MB should not be uploaded / downloaded. Permission from IT Head is required if such a upload / download is a business requirement.

**Security and Privacy:** JK Lakshmi Cement routinely monitors usage patterns for its e-mail/Internet communications. The reasons for this monitoring are many, including cost analysis/ allocation and the management of the JK Lakshmi Cement’s Internet facilities. All messages created, sent, or retrieved over the JK Lakshmi Cement’s e-mail/Internet are the property of JK Lakshmi Cement and should not be considered private information.

In case a user is suspected of carrying out activities against the interest of JK Lakshmi Cement, illegal activities or repeated breach of any of JK Lakshmi Cement policies, JK Lakshmi Cement Management reserves the right to access and monitor all messages and files of the user.

**Legal Validity:** Any memos, communications sent by electronic means including e-mail and message boards (e.g. blogs) will be legally binding on the person initiating the communication.

**Violations:** Any user, who misuses e-mail, Internet facilities or SAP / VPN connectivity will be subject to disciplinary action up to and including termination and legal action. This will be carried out by a disciplinary committee in accordance with JK Lakshmi Cement policies.

**Applicability:** This policy is applicable to all users although, users may not have access to either Internet services or JK Lakshmi Cement E-mail services or both.

2. Acceptable use of Information Systems

# Policy Statement

Users will be accountable for all activities performed by them on Information Systems.

The following document outlines policies for use of JK Lakshmi Cement computing systems. JK Lakshmi Cement’s computing systems and facilities include any computer, server, Mobile, Hand Held Device or network provided, supported or used by head office, branch or work office of JK Lakshmi Cement. Use of the computer facilities also includes the use of data/programs stored / processed / transmitted on magnetic tape, floppy disk, USB drives, Data card, Micro SD Card, CD / DVD or other storage media that is owned, leased and/or maintained by JK Lakshmi Cement. The “user” of the system is any person (employees, trainees, contractor, and third party) who has been provided access to Information Systems in order to perform work in support of the JK Lakshmi Cement processes or a project authorized by JK Lakshmi Cement. The purpose of this policy is to ensure that all users use the JK Lakshmi Cement computing facilities in an effective, efficient, ethical and lawful manner.

1. JK Lakshmi Cement computing systems are to be used for processing data and information relating to JK Lakshmi Cement businesses.
2. Users are responsible for protecting any information used and/or stored on/in their JK Lakshmi Cement workstations.
3. Users should report any weaknesses in computer security, any incidents of possible misuse or violation of this agreement to his/her Manager or IT Head.
4. Users shall not attempt to access any data or programs contained on JK Lakshmi Cement's systems for which they do not have authorization or explicit consent of the owner of the data, except in special circumstances the Departmental Head, or IT Head.
5. Users shall not make unauthorized copies of copyrighted software, except as permitted by law or by the owner of the copyright. Wherein copyright owner refers to the person or entity which possesses the exclusive right to make copies, license, and otherwise exploit a literary, business, musical, or artistic work, whether printed, audio, video, etc.
6. Users shall not make copies of system configuration files for their own personal use or to provide to other people/users for unauthorized use.
7. Users shall not purposely engage in any activity with an intent of:
	1. discriminating, harassing, vilifying or victimizing others based on gender, race, religious beliefs, disability, political conviction, sexual preferences, age or otherwise
	2. degrading the performance of systems
	3. gaining access to a JK Lakshmi Cement system for which proper authorization has not been given
	4. depriving an authorized user access to a JK Lakshmi Cement's information system resource
	5. attempting to gain more system access or privileges than allocated
	6. circumventing JK Lakshmi Cement's computer security measures
	7. sharing information with a third party outside JK Lakshmi Cement, which will allow circumvention of security systems by the third party
	8. causing physical damage to facility or property
8. Users shall not download, install or run security programs or utilities that reveal weaknesses in the security of JK Lakshmi Cement systems.
9. Users shall use only authorized software program. No unlicensed software program should be installed.
10. Users shall lock / log off / shutdown as appropriate when not using their workstations.
11. Users must lock workstation screen when left unattended.
12. Systems should be Password protected for Booting-up and screen savers with automatic timeout must be enforced.
13. Passwords must be changed every 3 months. Passwords must not be shared with anyone.
14. All Paper documents must be stored in suitable cabinets, when not in use, especially after working hours.
15. Printouts must be cleared from printers immediately by the employee printing the document.
16. Users shall clear / archive their emails and files from time to time.
17. Users are prohibited from storing, transmitting or synchronizing any group or corporate information with their handheld devices unless the same is authorised.
18. Users will not bring any personal media /software / Hardware for use on JK Lakshmi Cement's computer systems. Further, users would not be allowed to take computer media out of JK Lakshmi Cement's premises without appropriate clearances.
19. Users will familiarize themselves with the contents of the Information Security Management Systems (ISMS) User Handbook, and practice the same. Any doubts or queries should be raised with respective Managers or IT Head.
20. User PC/Laptop will be routed through Domain.
21. During transfer, resignation or termination, all employees shall complete a Clearance Certificate Form before being formally relieved from the company
22. User will not allow to connect their personal devices Like Printers, Mobiles / Pen Drive / Laptop etc on company Network or Company provided PC/ Laptop/Wi-Fi.
23. User will keep all important data/documents in Document Management Server. For Example Drawing of Plants, all types of licenses, Protocols, MOM, Manuals etc.
24. User will coordinate with IT department to secure his important data.
25. User will not change any IP address put in Desk top/ Mobile/Laptop from his own.
26. User will not change any configuration of any desk top/mobile/laptop.
27. The physical security of mobiles / Laptop shall be ensured to protect the information residing in these systems.
28. While traveling, mobiles/laptop must be carried in safe custody, Mobiles/laptop should not be left unattended in Cars, Public places like airports, restaurants, phone booths, public transport etc. If any component is stolen/damaged, It will be responsibility of concerned user.

JK Lakshmi Cement may take any breach of this policy as a sign of misconduct by the user and the user may be subject to the following:

1. Education and Training
2. Verbal warning
3. Written warning
4. Withdrawal of access and system privileges in part or whole
5. Any combination of above

Repeated or serious breaches of this policy can be construed as serious or gross misconduct and disciplinary actions may include:

1. Counseling
2. Dismissal
3. Loss of benefits
4. Legal proceedings in accordance with State and Federal Law
5. Any Combination of the above

3. User Agreement

**Information Systems Acceptable Use Agreement**

I have received a copy of JK Lakshmi Cement’s Information Systems Acceptable Use Policy dated 1st Jan 2014. I have read the aforementioned document, understood the same and agree to follow all policies that are set forth therein.

I recognize and understand that JK Lakshmi Cement’s Information Systems, e-mail and Internet systems are to be used for conducting the JK Lakshmi Cement business only. I understand that use of this facility for private purpose is not allowed, except when expressly permitted. I am aware that JK Lakshmi Cement may access and review any materials stored on my workstation, handheld devices, USB or any other storage devices etc., or information sent or received by me through the JK Lakshmi Cement network, e-mail or Internet connection.

I understand that this Acceptable Use Policy applies to me, and I am aware that violations of this policy may subject me to disciplinary action, up to and including termination from employment and / or any legal action.

I indemnify JK Lakshmi Cement, its Officers, and other employees of any damage, harm, and liability arising out of breach of this policy by me or due to any negligence on my part.

Furthermore, I understand that this policy and document can be amended at any time by JK Lakshmi Cement. I further acknowledge that any changes in future to this policy may be communicated to me by displaying the same on notice board and / or by e-mail.

USER SIGNATURE NAME DATE

MANAGER SIGNATURE NAME DTAE