

ROSSARI BIOTECH LIMITED

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INTERNET USAGE POLICY

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1. Purpose

This Internet Usage Policy provides users with rules and guidelines about the appropriate use of ROSSARI Internet facility.

2. Scope and Coverage

This policy applies to ROSSARI and employees/contract person assigned/belongs to group companies of ROSSARI and Internet Facility (Wired or Wi-Fi) provided to them in Company premises (Office, Factory, Depot, Warehouse etc.)

This Policy doesn't cover Internet facility being used through data card or mobile hotspot.

3. Policy Statement

Company (ROSSARI) has provided Internet facility to the users to perform official work that supports the goals and objectives of the business. This Policy helps to protect both the business and the employee; the employee must be aware that browsing certain sites or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions, could lead to security risks for the business as a result of employee negligence.

4. About Company Internet Facility

ROSSARI provides two types of Internet Facility to the Users –

- **Restricted Access:** access restricted based on website name or specific keyword
- **Un-Restricted Access:** open access or limited restriction

Restricted or Un-Restricted Access are provided on Wired or Wi-Fi connectivity at ROSSARI Premises.

5. Eligibility

Internet facility is provided to all Employee in ROSSARI Group as per below eligibility.

- **Executive Management:** Un-Restricted Access on Laptop and Mobility devices
- **Senior Management:** Un-Restricted Access on Laptop and Mobility devices
- **Middle Management:** Restricted Access on Laptop/Desktop/Workstation
- **Lower Management:** Restricted Access Laptop/Desktop/Workstation

For specific Employee working in R&D, Marketing and Purchase Department etc.: Un-Restricted Access can be provided on Department Head Approval if work profile demands Un-Restricted Access.

For Visitors (e.g., Auditors, person assigned to department for special project/assignment): Guest Wi-Fi to be provided with restricted access on their laptop only. A token will be created to provide internet facility for limited period of time.

6. Internet Usage Guideline

For effective use of Internet facility, following guidelines shall be followed:

6.1 Appropriate Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. Users are expected to use the Internet responsibly and productively.

Appropriate use of ROSSARI Internet access is limited to job-related activities only, every other usage is treated as inappropriate use.

6.2 Inappropriate or Unacceptable Use

Unacceptable use of the internet by users includes, but is not limited to:

- Company's Internet facility should not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, etc.) or any other unauthorized materials.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet via Company's Internet facility.
- Using Internet to perpetrate any form of fraud, and/or software, film or music piracy.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization over Internet.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the Company, its products/services, colleagues and/or customers.
- Introducing malicious software onto the Company network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization over Internet.
- Publishing defamatory and/or knowingly false material about business, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Revealing confidential information about Company in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions.
- Undertaking deliberate activities that waste staff effort or networked resources.

6.3 Monitoring and Confidentiality

User should accept that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the Company's internet-related resources are provided for business purposes. Therefore, the Company maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited.

- The equipment, services and technology used to access the Internet are the property of Company and the Company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.

- All sites and downloads may be monitored and/or blocked by company if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging technology is strictly prohibited, except ROSSARI IT Department provided messaging tools.

6.4 Reporting Misuse

Any allegations or information of Internet misuse shall be reported promptly to Chief Information Officer (“CIO”).

6.5 Sanctions

It is expected that User (s) will use the Internet facility in an appropriate way, If User failed to comply with this policy, user will face the Company's disciplinary procedure if found to have breached the policy and will face a disciplinary action. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

6.6 Blocking of Sites / Contents

The Company has the right to utilize hardware and software that makes it possible to identify and block access to Internet sites containing non-work-related content such as (but not limited to) : Drug Abuse; Hacking; Illegal or Unethical; Discrimination; Violence; Proxy Avoidance; Plagiarism; Child Abuse; Alternative Beliefs; Adult Materials; Advocacy Organizations; Gambling; Extremist Groups; Nudity and Risqué; Pornography; Weapons; Sexual Content; Sex Education; Alcohol; Tobacco; Lingerie and Swimsuit; Sports; Hunting; War Games; Online Gaming; Freeware and Software Downloads; Streaming Media; Peer-to-peer File Sharing; Internet Radio or TV; Internet Telephony; Online Shopping; Malicious Websites; Phishing; SPAM; Advertising; Brokerage and Trading; Entertainment; Arts and Culture; Job Search; Medicine; Social Networking; Political Organizations; Religion; Web Chat; Instant Messaging or IM; Remote Desktop Sharing tools (e.g. Team viewer, LogmeinRescue); Real Estate.

Above sites/contents shall be updated time to time.

If any blocked sites required to be allowed for the User/s having restricted internet access, in that case User will take approval from Department Head.

Social Networking sites access shall be provided if there is business need on approval from Department Head and CIO.

6.7 Disclaimer

The Internet is a constantly growing worldwide network of computers and servers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users are further cautioned that it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. User (s) accessing the Internet do so at their own risk and understand and agree that ROSSARI is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet in Company is governed through this policy.

7. Policy Exception

Group – Chief Financial Officer is authorized for any Exception in this Policy.

Internet Policy – FAQs

- 1. If restricted internet access is provided to me but I need to access some websites for business need that are blocked by IT Department, then what to do?**
IT Department will allow those websites for which you have to take approval from your Department Head.
- 2. Internet restriction is applied on Device (Laptop/Desktop) or User ID?**
Restriction is applied on User ID.
- 3. If I am having Un-Restricted Internet Facility Generic ID at shared PC and working in Shifts. I found my colleague in another shift misused Internet Facility in my absence?**
Pls. immediately inform to local IT Person. IT will track the usage and apply appropriate restrictions in that case.
- 4. If I am using Public Internet facility (e.g., at Airport, Railway station etc.), will Internet Policy be applicable?**
Internet Policy is applicable only on Internet Facility provided in Company Premises. It is advisable NOT to use Public Internet facility as they are not secure.
- 5. Does IT department know what I access?**
Yes, IT Department has right to monitor internet usage as per Policy.
- 6. If I am having Un-Restricted Internet access, Can I use Social Media Sites?**
You can access Social Media Sites but posting (like, dislike, commenting etc.) will be governed through Social Media Participation Policy. It is advisable NOT to Use Company Internet facility to access Social Media Sites until your work-profile demands that.
- 7. Does Internet Policy applicable on personal devices (Mobile Phone, iPad, Tab etc.)?**
Yes, it is applicable if you are using these devices in Company Premises.