

	Applicability	Corporate & Plant Employees
	Version	GARL/01042022-1.0
IT SECURITY POLICY		

Objective and Scope of Policy:

These are general guidelines to govern the use of Internet, Business e-mails and Social Media as would be applicable to Employees of **GOKUL AGRO RESOURCES LTD.**, either through the Company's IT systems or personal equipment/s.

General Guidelines and acceptable use:

1. GOKUL AGRO RESOURCES LTD. recognizes that email is a key communication tool for business and its use is encouraged. For instance, staff members may use business email for:-
 - Communication with customers or suppliers
 - Marketing the company's products
 - Dispersing information to colleagues
 - Statutory report submission e.g. Professional tax, ESI, VAT etc.
 - Data Uploading/ Downloading from Customer websites/portals
 - Perform market research / Purchase office supplies
 - Identify potential Customer or suppliers or partners
 - Internal (*inter se*) communication
 - An email is a relatively informal medium, staff should be aware that each email they send does affect the company's image and reputation. It's a good idea to follow rules of good email etiquette mentioned above.

2. GOKUL AGRO RESOURCES LTD. also recognizes that internet forms an integral part in daily routine communication and therefore the Company considers it permissible for its employees to use the internet for personal reasons subject to the following reservations :-
 - Personal internet use should be used in a restricted manner and preferably during non-working hours unless it is a case of an urgency.
 - All rules prescribed in this policy shall be equally applicable for the official or personal use of the Internet. Illustratively, a content may be classified as inappropriate by the Management, irrespective of the nature for which it is being used for or by whom it is used.

- Personal internet may be used after ensuring that it is neither a hindrance to the Company nor to any of its other employees, say for instance, downloading of large files could slow down the access to Internet by the other employees.
- 3. Employees are permitted to use their personal social media accounts for work-related purposes during regular hours, provided they must ensure that it is for a specific business related purpose (e.g. competitor data researched). Social media should in no way affect the ability of the employees to perform their regular duties.
- 4. Use of social media accounts for non-work related purposes is prohibited in working hours. Employees should ensure that their social media account does not in any manner represent GOKUL AGRO RESOURCES LTD.'s views or opinions. GOKUL AGRO RESOURCES LTD Hereby expressly & categorically disown any responsibility for the views expressed by the Employees and shall not be liable in any manner whatsoever for the deeds, acts or omissions of its Employees.
- 5. Employee on being relieved by GOKUL AGRO RESOURCES LTD. should adequately hand over Information collected during his/her tenure to his/her superior to whom he or she reports or to a person so assigned, failing which to the head of the department.

Non Acceptable use:

1. User should maintain confidentiality and shall not share nor provide any link of any content or information, which is owned by GOKUL AGRO RESOURCES LTD. and which may be classified or deemed to be classified as confidential or commercially / technically sensitive or as insider information, by GOKUL AGRO RESOURCES LTD. Management at their sole discretion.
2. GOKUL AGRO RESOURCES LTD. email system must not be used to send or store inappropriate content or material.
3. It is important that an Employee understands that viewing or distributing inappropriate content via email / Internet / Social media shall not be acceptable to GOKUL AGRO RESOURCES LTD. under any circumstances.
4. Creating or writing or transmitting emails or posts on social media, that might be deemed defamatory or incur an onerous liability on GOKUL AGRO RESOURCES LTD., for it being criminal or illegal in nature or affecting

GOKUL AGRO RESOURCES LTD.'s goodwill is prohibited and the Employee would be suo motto liable for penal action, as would be deemed fit by the Management at its sole discretion.

Monitoring Internet / Business email / Social media use

- Company IT and internet resources - including computers, smart phones, tablets and internet connections and emails - are provided basically for legitimate business use.
- The company therefore reserves the right to monitor all above mentioned services and networks that are used and accessed through these resources.
- The company will be obliged to disclose information to law enforcement agencies or other equivalent parties if required.
- The existing Policy also covers the major parameters.
- Password Protection Policy
- Defines the standard for the creation of strong passwords, the protection of those passwords, and the frequency of change.

Email Policy

- Defines the requirements for proper use of the company email system and make users aware of what is considered acceptable and unacceptable use of its email system.

Software Installation Policy

- Defines the requirements around installation of third party software on company owned devices.

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Security Policy

- Define the restriction for data transferring through pen drives or through remote access.

Potential Sanctions

- Willingly / knowingly breaching this policy is a matter of concern. Users who do so will be subjected to disciplinary action at the sole discretion of the Management.
- Employees, contractors and other users may also be held personally liable for violating this policy.
- Where considered appropriate, the Management at its sole discretion may involve the police or other law enforcement agencies in relation to one or more breach of these guidelines by the employee whether directly so or otherwise.

Glossary

GOKUL AGRO RESOURCES LTD.:

Business Email:

The business email id as provided by GOKUL AGRO RESOURCES LTD. to the end user to perform his/her official duties.

Personal Email

Any other e-mail other than the business e-mail Id provided by GOKUL AGRO RESOURCES LTD. on any portal.

Internet Use:

The limited access to Internet provided for by GOKUL AGRO RESOURCES LTD. to its end users in order to perform his/her duties as per requirement and Approval only.

Commercially Sensitive data:

The commercially sensitive data would mean any information (other than technical) pertaining to GOKUL AGRO RESOURCES LTD. and would inter alia include, sales data, details of key customers, strategical decisions, marketing campaigns, purchases, vendors particulars and ejusdem generis (of the same kind) related to the business activities of GOKUL AGRO RESOURCES LTD..

Technically Sensitive data:

The technically sensitive data would mean and include any technical information such as product drawings, tool design and drawings, process techniques, research and development data, prototypes, trial data, drawings and / or any similar or otherwise critical technical information related to GOKUL AGRO RESOURCES LTD.'s business.

Inappropriate content:

Inappropriate content means and includes: pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling and illegal drugs. Also it covers any text, images or other media that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law or otherwise considered not desirable in normal and ordinary course of business.

Social Media:

Social media sites and services include (but not limited to):

- Popular social networks like Twitter and Facebook
- Photographic social networks like Flickr and Instagram

Email Etiquettes:-

- Always use a meaningful subject line rather than leaving it blank or using a single word like 'hello'.
- Only use the 'important message' setting judiciously, for messages that really are vital.
- Never ask recipients to send a 'message read' receipt. Many people find this annoying and not all email services support them.
- Avoid use of 'ALL CAPITAL LETTERS' in messages or subject lines. This may be perceived as impolite.
- Use group messages sparingly and only in cases where it would be relevant to the recipient, the name should be added.
- Use the 'CC' (carbon copy) field sparingly. If it is essential for someone to receive the message, they should be included in the 'to' field rather than as 'CC'.
- While using 'CC' (carbon copy) field if email is marked 'To' a Senior Employee, his/her junior employee generally should not be marked a 'CC'.

Email is an easy way to communicate inter se with colleagues. It however tends to be over used. Users may therefore bear in mind the following for internal e-mail communication:-

- Would the issue be better addressed via a face-to-face discussion or over a telephone call?
- Is email the best way to send a document out for discussion? Often, it is not pragmatic to trace/ track various versions sent / feedback received.

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Place : Ahmadabad