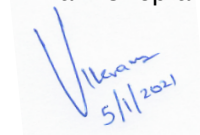


Email & Internet Using Policy

Every employee is responsible for using company issued assets including computers and phones appropriately as per the company guidelines and must adhere to the following guidelines while using internet and email.

- Not sending offensive emails and messages to any person group within or outside the company.
- Not import any non-text files including files received as e-mail attachments on to the computer without checking for viruses.
- Not visit obscene or illegal material or any material that is offensive in anyway.
- No downloading any unauthorized software. All software used by employees to conduct company business must be appropriately licensed.
- Not share any report, files or data with any unauthorized person or group through the internet.
- Not use emails to copy or transmit any documents, software or other information protected by copyright laws.
- Not create email congestion by sending personal messages or copying e-mails to those who do not need to receive them.
- Not transmit Hasoon United's propriety information like reports, files and data to any unauthorized person, group or organization through email or any other tool.

Regards,
Vikram Chopra



Executive Manager