# IT, Internet & Email Usage Policy - India

## 1. Purpose

To define acceptable use of company IT systems, internet, and email, ensuring security, productivity, and compliance with applicable laws.

## 2. Scope

This policy applies to all employees, contractors, interns, and third parties using company-provided devices, software, internet, or email accounts.

## 3. Acceptable Use

- Company IT resources must be used primarily for official business purposes.
- Limited personal use is permitted, provided it does not interfere with work or violate this policy.
- Employees must use company email IDs for business-related communication.

## 4. Prohibited Use

Employees must not:
- Access, download, or distribute offensive, illegal, or copyrighted material.
- Use company systems for personal financial gain, political activity, or harassment.
- Install unauthorized software or connect unapproved devices.
- Send bulk/spam emails or phishing messages.

## 5. Data Security & Confidentiality

- Strong passwords must be used and updated regularly.
- Confidential company data must not be shared outside without authorization.
- Company systems must be locked when unattended.
- Employees must immediately report suspected security breaches.

## 6. Internet Usage

- Social media access should be limited to business-related activities.
- Streaming or downloading large files for personal use is prohibited.
- Any illegal online activity will lead to disciplinary and legal action.

## 7. Email Usage

- Professional tone and official signature must be used in all business communication.
- Personal use of company email should be minimal.
- Do not open suspicious email attachments or links.

## 8. Monitoring

The company reserves the right to monitor internet activity, emails, and IT usage to ensure compliance. Employees should not expect complete privacy when using company resources.

## 9. Disciplinary Action

Violations of this policy may result in:
- Written warnings
- Suspension of IT access
- Salary deductions for damages
- Termination of employment in severe cases

## 10. Compliance

This policy is in line with:
- Information Technology Act, 2000 (India)
- Data Protection & Cybersecurity guidelines

## 11. Review & Amendments

This policy will be reviewed annually and updated as per technological, legal, and organizational requirements.