

**PRATIBHA SYNTEX LIMITED**  
**INFORMATION TECHNOLOGY AND INTELLECTUAL PROPERTY**  
**POLICY**

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## **1. PREAMBLE**

Pratibha Syntex Limited (“PSL” or “Company”) is committed to the appropriate, fair and legal use of Information Technology, other technology enabled services and the use of licensed software alone, in all its functions. This policy defines the scope and limitation of use of the IT Facilities of PSL including the use of any software and / or other items subject to protection under Intellectual Property Rights laws of India. All employees and / or consultants as well as other users of the IT Facilities (Collectively or singularly referred to as “User”) will be bound by this IT and IP Policy. Any contravention of the policy will automatically absolve PSL of any liability and make the employee and / or consultant and or concerned User of the IT Facilities personally liable towards the right holder of the concerned Intellectual Property Right.

## **2. DEFINITIONS**

**“Intellectual Property or Intellectual Property Right”** means and includes rights associated with works of authorship, including copyrights, moral rights, neighboring rights, and derivative works thereof.

**“Information Technology Facilities” or “IT Facilities”** refers to the use of computer and allied system, software and network to create, store, process, exchange and use information and includes but is not limited to the use of telephones, mobile telephones, desktops, printers, photocopiers, email, Internet, web services and similar resources.

**“User”** is defined to mean and include all employees and / or consultants as well as other users of the IT Facilities (Collectively or singularly referred to as “User”) that will be bound by this IT and IP Policy.

## **3. APPLICATION & SCOPE**

- a. This policy shall apply to all usage of IT Facilities. The policy covers usage of electronic, computing and communications facilities of PSL including but not limited to telephones, software, facsimiles, mobile telephones, desktop computers, laptops, tablets, printers, photocopiers, email, Internet, web services and other resources.. Usage of remote systems accessed via PSL’s IT facilities is covered by this policy.
- b. All the Users of the IT Facilities should be aware of and familiarize themselves with this policy and their responsibilities and legal obligations under it.
- c. All the Users should comply with this policy and law. Any contravention of the same will absolve PSL from any liability whatsoever and render the User solely liable towards the right holder of such Intellectual Property Right for such User’s actions and / or violations at such User’s sole cost and

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consequence including liability to indemnify PSL for illegal acts and / or omissions.

- d. This policy also covers the steps that need to be undertaken for installation and use of licensed software only and putting in place systems to ensure procurement of hardware with requisite licensed software only.

#### **4. GENERAL PRINCIPLES**

The following general principles apply to usage of IT facilities:

- a. A User may only use those IT Facilities to which they have authorized access.
- b. A User may be given access to a range of IT facilities and is to use these facilities in a manner, which is ethical, lawful, effective, efficient and in the best interest of PSL
- c. Where access to a facility is protected by an authentication method, for e.g. by way of a password, a User must not make this available to any other person. Users who do so will be solely liable for all the consequences that arise out of and / or originate from such an account.
- d. A User must not use an account set up for other User nor make any attempts to hack into and / or find out and / or use in an unauthorized manner the password of an IT Facility which they are not entitled to use.
- e. The Company discourages the storing of passwords on any electronic or non-electronic medium due to the security risks this poses.
- f. A User must:
  - i. show restraint in the consumption of resources;
  - ii. apply professional integrity in day to day working;
  - iii. respect Intellectual Property Rights and the ownership of data and software. No actions of Users may violate any Intellectual Property Rights and / or any other applicable laws;
  - iv. not use the IT Facilities in any manner that would violate the Intellectual Property Rights of any right holder. Any utilization of the IT Facilities for installation, downloading or using unlicensed or unauthorized software, media content including audio, video games or any other content protected under the Intellectual Property Rights laws of India will be considered a violation of the Intellectual Property Rights of the right holder and also a violation of the IT and IP Policy.
  - v. respect the right of other Users to privacy and freedom from intimidation, harassment and annoyance;



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- vi. be aware of the security requirements of the IT systems they use, and take every precaution to safeguard these systems from unauthorised use;
- vii. Immediately report any known or suspected security incidents or incidents of unauthorized use and / or unlicensed use of any software and / or any breach of applicable laws, to the IT Head.
- viii. When using multi User systems, Users should be aware that many of the activities they undertake might be visible to other Users;
- ix. user should also be aware that system logs of User activity are kept for troubleshooting and accounting purposes. These logs may include times of sent and received mail, email addresses (both sender and recipient), web sites visited and size and type of pages downloaded, files read or written; and machines accessed for any type of network service.

g. No User shall:

- i. attempt to subvert the security of any of the Company's IT facilities, attempt to create or install any form of malicious software for example worms, viruses, sniffers, which may affect the performance of the IT Facilities or attempt to interfere with the operation of any of the Company's IT Facilities;
- ii. attempt to download/install or use unlicensed or unauthorized software, media content including audio, video games or any other content.
- iii. attempt to subvert any restriction or accounting controls of any of the Company's IT Facilities (for example peer-to-peer, web authenticated proxy);
- iv. attempt unauthorised access to any Company's IT Facilities;
- v. use any of the Company's IT Facilities for any personal use and shall use such facilities only for official authorized purposes for performing the Company's activities.
- vi. download, install, or use unlicensed or unauthorized software, media content including audio, video games or any other content.

**5. ELECTRONIC MAILS**

- a. This policy applies to all usage of the Company's electronic mail services.
- b. To utilise the Company's email it is necessary to have a User account.



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- c. Email messages sent and received through the email services provided by the Company are property and records of Company. The Company's email may be used only for authorized purposes and no others.
- d. The employees must note that the contents of electronic mail of the Company would not be released to person(s) outside of the Company, except if required in the following circumstances:
  - i. where deemed appropriate by the Company in order to uphold the statutory rights of individuals in matters such as privacy, copyright, workplace health and safety, equal employment opportunity, harassment and discrimination; or
  - ii. a proper request from an appropriate law-enforcement officer investigating an apparently illegal act, including a court order; or
  - iii. a relevant statute.
- e. The Company's IT Facilities, including email and web servers and other similar resources, may not be used for:
  - i. the creation or transmission (other than for properly supervised purposes) of any material or data which could reasonably be deemed offensive, obscene or indecent;
  - ii. the creation or transmission of material which the average reasonable person deems likely to harass, intimidate, harm or distress;
  - iii. the creation or transmission of defamatory material;
  - iv. the unauthorised transmission of material which is labeled as confidential.;
  - v. the transmission of any material that contravenes any relevant Central or State legislation;
  - vi. The deliberate unauthorised access to facilities or services.
  - vii. No User shall use the Company IT Facilities for private gain or for financial gain to a third party.
  - viii. installing, downloading or using unlicensed or unauthorized software.

**6. INTERNET USE POLICY**

- a. Use of the Internet, must be tempered with common sense and good judgment. Unless authorized by the IT Head, Users are not allowed to access blogs, micro blogs, messengers, social networking sites or any other sites of similar nature while on Company's IT Facilities.



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- b. PSL is not responsible for material viewed or downloaded by Users from the internet and will be indemnified for any loss and / or damage caused as a result of unauthorized and / or illegal use by any User.
- c. Users must only use the internet for business-related purposes and must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.
- d. Access to the IT Facilities given to employees is to assist them in performance of their jobs. Users should not have an expectation of privacy in anything they create, store, send, or receive on the computer system.
- e. PSL has the right, to monitor any and all of the aspects of its IT Facilities including, but not limited to, monitoring sites visited by Users on the internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by Users to the internet, and reviewing e-mail sent and received by Users.
- f. PSL may use software to identify inappropriate or sexually explicit internet sites. Such sites may be blocked from access to the Company's IT Facilities. In the event the User nonetheless encounters inappropriate or sexually explicit material while browsing on the internet, the User will immediately disconnect from the site, regardless of whether the site was subject to PSL'S blocking software or not and report the incident immediately to the IT Head.
- g. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful, inappropriate, offensive or violative of the IT policy and its policies against sexual or other harassment may not be downloaded from the internet or displayed or stored in the Company's IT Facilities.
- h. A User may not use the IT Facilities to post on web sites or chat rooms "blogs" or other social media sites unless you are engaging in business-related interactions and activity and comply with related policies and procedures including the IT and IP Policy of PSL.
- i. Users may not illegally copy or use any content or software protected under copyright law or make that material available to others for copying.
- j. PSL prohibits data theft of any kind including but not limited to removing any information, emails or other work related information through disks, floppies,

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pen drives or any storage device. Users are prohibited from downloading any work-related information or files or documents from the server without the prior written permission of the IT Department. Where any such information is removed without authorization, PSL will presume data theft and will be presumed a violation of the IT and IP Policy.

- k. To ensure security and to avoid the spread of viruses, Users accessing the internet through the Company's IT Facilities must do so through an approved internet firewall.
- l. Files obtained from sources outside the Company including disks brought from home; files downloaded from the internet, new groups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Company's IT Facilities. Users should never download files from the internet, accept e-mail attachments from outsiders, or use disks from non-PSL sources, without first scanning the material with PSL-approved virus checking software.

## **7. INFORMATION TECHNOLOGY SECURITY**

- a. The Company recognizes the importance of information technology security and is committed to ensure all business activities performed with the use of information technology are protected and maintained, and that sustainable procedures are in place to reflect "best practice" information technology security.
- b. IT Facilities will be protected by effective management of IT security. The Company's IT Facilities will be provided, managed, and operated such that:
  - i. IT systems are protected according to criticality and requirements of confidentiality, integrity and legality.
  - ii. Security measures are determined with regard to the costs and benefits. This includes consideration of the implementation, on-going management and maintenance of security measures.
  - iii. A minimum set of security controls are established that apply a base level of protection to all IT facilities. A well-structured response system would be established for the reporting and handling of intrusions to IT systems.
  - iv. Regular monitoring program schedules are established to ensure the on-going effectiveness of IT security measures.
- c. The Company reserves the right to monitor its IT Facilities and carry out detailed security audits of any systems and data.



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- d. Users should make every attempt to use secure protocols when accessing network services especially where sensitive or private information is transmitted. This applies particularly to electronic mail.
- e. There are increase in cyber attacks mainly ransomware is being used by hackers to extort money from companies/ organizations/ individuals. Ransomware is a type of malicious software that takes over your computer and prevents you from accessing files until you pay a ransom. Here are some simple things you can do to avoid a ransomware/malware attack:
  - I. Think Before You Click The most common way ransomware enters organization networks is through email. Often, scammers will include malicious links or attachments in emails that look harmless. To avoid this trap, please observe the following email best practices:
    - i. Do not click on links or attachments from senders that you do not recognize. Be especially wary of .zip or other compressed or executable file types. Do not provide sensitive personal information (like usernames and passwords, OTP, PIN).
    - ii. Watch for email senders that use suspicious or misleading domain names.
    - iii. Be especially cautious when opening attachments or clicking links if you receive an email containing a warning banner indicating that it originated from an external source.

#### **8. SOFTWARE AND ELECTRONIC MATERIALS**

- a. Users and staff members are responsible for making use of software and electronic materials in accordance with the applicable laws, the terms of software licensing agreements, and any applicable Company policies.
- b. The user shall refrain from unauthorized copying or downloading, or communication or use of copyright protected material (such as music, videos and software etc.), which will result in violation of the Intellectual Property Right of the right holder
- c. The Company, its employees, and users will comply with all license or purchase terms applicable to the use of any software acquired by or used within the Company.

#### **9. DATA**

- a. An employee or User must not examine, disclose, copy, rename, delete or modify data to any outside source without the express or implied permission of HOD of the concerned department.
- b. A User must respect the privacy and confidentiality of data stored or transmitted on the Company's IT Facilities. Any release of data to those not authorized to receive is expressly forbidden.



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- c. Users storing data of a sensitive nature, such as information on individuals whether for academic, administrative or other services used must ensure that the privacy of such information is not compromised. In such cases access controls, such as database authentication and encryption, should be employed.
- d. The Company has a legitimate right to capture and inspect any data stored or transmitted on the Company's IT facilities (regardless of data ownership), when investigating system problems or potential security violations, and to maintain system security and integrity, and prevent, detect or minimize unacceptable behavior on that facility. Such data will not be released to persons within or outside of the Company, except in response to:
  - i. permission from the User; or
  - ii. a requisition from the concerned HOD, made in writing to the IT Head or delegated persons, to investigate a potential breach of policy; or
  - iii. a requisition from the concerned HOD, made in writing to the IT Head for access to be granted; or
  - iv. where deemed appropriate by the Company in order to uphold the statutory rights of individuals in matters such as privacy, copyright, workplace health and safety, equal employment opportunity, harassment and discrimination; or
  - v. a proper request from an appropriate law-enforcement officer investigating an apparently illegal act, including a court order; or
  - vi. a relevant statute.

**10. INFORMATION TECHNOLOGY ASSETS PROCUREMENT AND  
MANAGEMENT**

- a. Company shall abide by all the applicable laws attached with the usage of IT Facilities used in the Company or in support of its business operations.
- b. The users may not give licensed or copyrighted software to any external parties unless expressly authorised to do so under the prevailing software agreement.
- c. Users may use allotted IT Facilities only in accordance with direction of IT Head or as per the prevailing software agreement.
- d. Users must take due care when using IT Facilities and take reasonable steps to ensure that no damage is caused to IT Facilities
- e. Users must not use equipment if they have reason to believe it is dangerous to themselves or others to do so.
- f. Users must report any damage to IT Facilities to appropriate personnel.
- g. No User shall without proper authorisation:



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- i. attach any device to Company IT Facilities;
- ii. connect any equipment to the Company network (for example a modem, USB Port etc. ) that will extend access or provide off-campus access to Company IT resources without the prior written approval of the his concern Head of the Department. It would be the duty of the HOD to ensure that such connection meets Company security standards;
- iii. Tamper with or move installed IT facilities without authorisation

- h. Purchase any IT facility which is not available with the Company the User should submit a requisition Slip to the IT Head with the consent of respective Head of Department.
- i. The request shall be forwarded to the purchase department for further processing.
- j. Such IT facility should only be purchased through legitimate sources and ensure the compliance of due procedure regarding the same.
- k. Once the IT Facility has been received and put into original use the IT Head and the Purchase Managers are responsible for ensuring that the original media, license documents, manuals and other associated material are securely and appropriately stored as Company managed assets.
- l. The IT Officer along with his nominated officer shall conduct random audits for IT assets on a random basis and will affect desktops, laptops and servers.
- m. The audit will identify all software assets installed on randomly selected IT facilities and will test to ensure compliance with all relevant licensing terms and conditions.

## **11. PRIVACY**

- a. The Company seeks to comply with privacy requirements and confidentiality in the provision of all IT Services.
- b. The Company's policy and statutory obligations relating to privacy will be upheld in all cases.
- c. In addition, any privacy shall be subject to or subordinate to the application of law or policy, including this policy.

## **12. INDEMNITY**

In the event the Company is held liable for the Users violation of any Intellectual Property Rights, The User undertakes to indemnify the Company as the case may be against any and all damages, compensation, losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.



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**13. SEVERABILITY**

If any provision of this Policy is held to be illegal, invalid or unenforceable, in whole or in part, by a court of competent jurisdiction, then such illegality, invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions hereof shall continue to remain in full force and effect.

**14. ADHERENCE TO THE COMPANY POLICY**

- a. The Company treats misuse of its IT Facilities seriously. Violations of the conditions of the IT Policy may result in temporary or indefinite withdrawal of access, disciplinary action under the Company's, or relevant rules, disciplinary procedures, and/or reimbursement to the Company including possible civil and criminal liability for violation of the IT Policy. In addition, if a User is an employee than he may be subject to possible termination from employment,
- b. IT misconduct by staff or officers will be subject to detailed investigation and if found guilty shall be penalized as per the Company rules apart from the penalty provisions under the respective laws.
- c. A User's access may also be withdrawn by the Company in response to a suspected policy violation.
- d. Nothing in this policy may be construed as or in any way diminishing or removing a person's obligations to comply with the law or their liability to prosecution and punishment under law.
- e. Misuse or unauthorised use of Company IT Facilities may constitute an offence under the Information Technology Act 2000, the Copyright Act, 1957 and/or other legislations enacted by Central or State Governments. Nothing in this policy may be taken as in any way diminishing or removing a person's obligations to comply with the applicable laws, or their liability to prosecution and punishment under law.
- f. Users are encouraged to report any misuse, including any use or copying of unlicensed software or any use of software that does not comply with license or purchase terms and such reports will be treated as confidential.

