

Annexure V



Information Technology (IT) Policy

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Introduction

The Innovate Electronics IT Policy and Procedure Manual provides the policies and procedures for selection and use of IT within the business which must be followed by all staff. It also provides guidelines Innovate Electronics will use to administer these policies, with the correct procedure to follow.

Innovate Electronics will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome.

These policies and procedures apply to all employees.

Purpose of the Policy

This policy provides guidelines for the purchase of hardware for the business to ensure that all hardware technology for the business is appropriate, value for money and where applicable integrates with other technology for the business. The objective of this policy is to ensure that there is minimum diversity of hardware within the business.

Procedures

Purchasing Desktop or Laptop computer systems

The Desktop or Laptop computer systems purchased must run a Windows 7 or Windows 8 and integrate with existing hardware Innovate Business Server.

The Desktop or Laptop computer systems must be purchased as standard Desktop or Laptop system bundle and must be DELL or Lenova .

The Desktop or Laptop computer system bundle must include:

Desktop or Laptop tower

- Keyboard and mouse
- Windows 7 or Windows 8
- Speaker
- Web cam

The minimum capacity of the Desktop or Laptop must be:

- 14.2 inches (Min)
- 4 Gb RAM (min)
- Four USB Ports (Min)
- HDMI and CD/DVD/DW Drive

Any change from the above requirements must be authorised by President or Director.

All purchases of Desktop or Laptops must be supported by warrantee

Purchasing computer peripherals

Computer system peripherals include printers, scanners, external hard drives etc.

Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals.

Computer peripherals purchased must be compatible with all other computer hardware and software in the business.

The purchase of computer peripherals can only be authorised by PRESIDENT OR DIRECTOR

All purchases of computer peripherals must be supported by warrantee

Any change from the above requirements must be authorised by PRESIDENT OR DIRECTOR

Usage of Laptop / Desktop

Laptop or Desktop is property of organization and the before shall be used only for business or official work. Company reserves every right to monitor, examine, audit, block or delete unauthorized application or software or tool. Storing movie or songs or any other personal documents are strictly prohibited.

Computer system should have password assigned by Innovate Electronics.

Only authorized external devises like pen drive, CD, Hard Disc, etc are permitted

Internet usage policy

Internet is a paid resource and therefore shall be used only for business work. Internet facility shall be provided only through proxy server and company reserves every right to monitor, examine, block or delete any/all incoming or outgoing Internet connections on the company's network.

Other requisites on internet usage are as mentioned below:

- Corporate E-Mail solution is available to all having corporate email Id. Use of personal Instant messenger and chat is prohibited. Very selectively when instant communication is necessary over the internet to perform certain activities because of business demands, Instant messenger shall be made available.
- By default access to the following shall be denied.
 - o Access to download executable files
 - o Access to sites related to sports, finance, news and HR(jobs)
 - o Access to web mail services like yahoo, gmail, rediff, hotmail etc. (All those who need to exchange mails over internet shall obtain their email ID on the company)



- Users with internet access shall not use company's facilities to download
 - o Entertainment software or games, or play games over the internet.
 - o Images or videos unless there is an explicit business-related use for the material.
 - o Or display any kind of sexually explicit image or document on any company system. In addition, sexually explicit material shall not be accessed, attempted to be accessed, archived, stored, distributed, edited, or recorded using INNOVATE ELECTRONICS 's network or computing resources.
 - o Freeware / shareware / unlicensed software or tools without prior consent from authorized personnel.

- Users with internet access shall not transfer or upload
 - o Any software licensed to INNOVATE ELECTRONICS
 - o Data owned by INNOVATE ELECTRONICS
 - o Documents classified as INNOVATE ELECTRONICS Proprietary, INNOVATE ELECTRONICS Confidential or INNOVATE ELECTRONICS Internal Use, without explicit authorization.

- Users shall not carry out any objectionable, frivolous or illegal activity on the internet that shall damage the company's business or its image.

- Users shall not attempt to circumvent or subvert security measures on either the company's network resources or any other system connected to or accessible through internet.

- Users shall not post to public discussion groups, chat rooms or other public forums representing the company on the Internet unless preauthorized by company.

- Periodic IT audit to check unauthorized installation and taking necessary backup and so on..

Users shall not send on internet, any information other than " INNOVATE ELECTRONICS General business", the disclosure of which may in any case cause harm or loss to either the company's or it's customers' reputation.