



*Where Innovation Meets Solutions*

**Company Name:** Andnetics

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## Technology Policy

### Purpose

The purpose of this Technology Policy is to provide a framework for the responsible and secure use of technology resources at Andnetics. This policy aims to protect the integrity of technology systems, ensure compliance with legal and regulatory requirements, and promote efficient use of technology in achieving business objectives.

### Scope

This policy applies to all employees, freelancers, contractors, and third-party service providers who access or use technology resources owned or managed by Andnetics. It covers all hardware, software, networks, and data used in the course of business operations.

### Policy Guidelines

#### 1. Acceptable Use of Technology

- Technology resources, including computers, mobile devices, software applications, and networks, are provided for business purposes. Employees and contractors are expected to use these resources responsibly and primarily for work-related activities.
- Personal use of technology resources should be minimal and should not interfere with work responsibilities. Employees are encouraged to avoid excessive personal use during work hours.

#### 2. Data Security and Privacy

- Employees must protect confidential and sensitive information by following data security best practices, including:
  - Using strong passwords and changing them regularly.
  - Locking devices when not in use.
  - Avoiding sharing login credentials or sensitive information.
  - Ensuring that sensitive data is encrypted when transmitted or stored.
- Employees must report any security incidents, data breaches, or suspicious activities to the IT department immediately.

### **3. Software Usage and Licensing**

- Only software that has been approved and licensed by Andnetics may be installed or used on company devices. Employees must not install unapproved or pirated software.
- Employees must adhere to software licensing agreements and copyright laws, ensuring that the use of software complies with legal and contractual obligations.

### **4. Internet and Email Usage**

- Employees are expected to use the internet and email for business-related purposes. Accessing inappropriate or non-work-related content (e.g., illegal activities, adult content, or excessive social media use) during work hours is prohibited.
- Emails sent from Andnetics domain should maintain a professional tone and content, avoiding language that could be deemed offensive, harassing, or discriminatory.

### **5. Device Management**

- Employees must ensure that all company-owned devices (e.g., laptops, smartphones, tablets) are maintained in good condition and used in accordance with this policy.
- Employees should report any lost, stolen, or damaged devices to the IT department immediately.

### **6. Remote Work and Access**

- Employees working remotely must adhere to the same technology policies as those working on-site. This includes using secure networks, ensuring data protection, and maintaining the confidentiality of company information.
- Use of personal devices for work purposes should be approved by management and comply with Andnetics security standards.

### **7. Compliance and Monitoring**

- Andnetics reserves the right to monitor the use of technology resources to ensure compliance with this policy. Monitoring may include reviewing internet usage, email content, and device activity as necessary to protect company interests.
- Employees should have no expectation of privacy when using company technology resources.

### **8. Policy Violations**

- Violations of this Technology Policy may result in disciplinary action, up to and including termination of employment or contract. Employees are encouraged to report any suspected violations to their supervisors or the IT department.

### **9. Policy Review and Updates**

- This Technology Policy will be reviewed annually and updated as necessary to reflect changes in technology, legal requirements, or organizational practices.
- Employees will be informed of any significant changes to this policy.

## 10. Contact Information

- For questions or concerns regarding this Technology Policy, individuals may contact the IT department at [hr@andnetics.in](mailto:hr@andnetics.in).

## Acknowledgment

All employees and contractors are required to acknowledge their understanding of and compliance with this Technology Policy by signing a copy of the policy.

