Annexure

Understanding What You Are Also Responsible For

We work on Laptops, use WIFI, data drives and cloud-based technologies to get our work done. During the course of work, every team member is responsible for the care of the devices and data security. We as a company will ensure genuine licensed software/paid versions of cloud-based software required for work to be provided to every team member. Considering that the Internet is loaded with free software, any version downloaded from sites that may pose a potential threat to data security are to be avoided.

Know that when you access a website through your personal device as well, you are responsible for what you view or download. You are also expected to back up all work-related files and software set up files in the first week of every month on company hard drives / cloud platforms provided by the company.

Since we have a zero-tolerance view towards plagiarism and pirated software, the Company reserves the right to recover the cost of any damages to or loss of company property due to negligence caused by non-adherence of the IT usage and software policy. Simply put, you are responsible for your actions