

Internet Access Policy

1.0 Objective and scope of this policy

This internet use policy is intended to provide guidelines for the acceptable use of the internet, computers, email, and other forms of technology used in connection with **Intellect Stock Broking Limited**. The guidelines set in this policy are intended to provide examples of inappropriate behaviors that are prohibited in **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**. The acts outlined in this document are also intended to serve as a precedent for addressing related unacceptable behaviors concerning the use of the internet and other technology provided by **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**.

This policy applies to all employees, contractors, and other associates of **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**. By signing this document you agree to abide by the principles stated within the policy. Violation of this policy could result in disciplinary and/or legal action including termination of your employment with **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**. Employees may also be held liable for damages caused by any violations of this policy.

2.0 Guidelines for use of the internet in the workplace

A. Bullying, harassment, discrimination, and other hostile behavior

Employees of **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd** are trusted to use company property in a way that is respectful and appropriate. **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd** has zero tolerance for comments and actions that would be considered racist, sexist, derogatory, vulgar, threatening, harassing, or otherwise discriminatory. This includes but is not limited to actions and comments partaken when using the internet and other technology provided by **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**.

B. Personal use of the internet during work hours

Employees are expected to use company-provided internet and other devices as a resource for completing their assigned duties and supporting the objectives of **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**.

Excessive personal use of company internet ("cyberloafing") during work hours is not permitted, however occasional and reasonable personal use is acceptable, so long as:

- Frivolous use of the internet does not interfere with employee productivity, including the quality of work produced and other indicators of performance.
- The employee's personal use of the internet does not violate any other guidelines contained within this document.
- Personal use does not cause undue effects to the company network by consuming an excessive amount of the limited available bandwidth. Examples include but are not limited to downloading/uploading unreasonably large files and streaming videos.

- Employees do not use company property to perform commercial services outside of tasks and projects assigned by **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**

C. Piracy, data theft, hacking, and other illicit or unsafe activity

The following activities are strictly forbidden on company equipment:

- Illegally downloading music, films, software, and other digital goods ("Piracy")
- Installing software on company computers without the authorization of a company information technology (IT) representative
- Sharing confidential material, trade secrets, or other proprietary information outside of authorized parties of **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**
- Gaining unauthorized access to programs, systems, websites, etc ("Hacking")
- Introducing malicious software ("Malware") onto the company network or performing other actions that put the security of the organization at risk
- Attempting to bypass the company web filter to access blocked material
- Accessing content that would reasonably be considered not safe for work such as pornography, violent imagery, and other adult-oriented content.
- Sharing or leaking passwords or other credentials that are used to provide access to company equipment, services, accounts, and other company assets.

3.0 The rights of the company

A. Employee monitoring

The equipment used to access the internet is the property of **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**. **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd** may use employee monitoring software to ensure the acceptable use of technology by employees, maintain the security of company data and property, and assist with employee productivity tracking. This activity tracking software will be used to monitor employee computer activity, including monitoring internet activity such as the websites visited by employees.

B. Copyrights

All data that is created on **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd** computer systems is considered to be owned by **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**. Unauthorized disclosure of this data is not permitted and **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd** reserves the right to disclose this data to authorized parties at its discretion.

C. Disciplinary action

Those found to be in violation of this policy may be subject to corrective measures up to and including termination of their employment with **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd**

D. Amendments to this policy

The terms of this policy are subject to change at the discretion of **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd** Employees will be notified of amendments via written notice. Employees will be required to provide a signed acknowledgement of their receipt and acceptance of the revised policy.

4.0 Comments, questions, or concerns?

If the undersigned is uncertain about what is considered acceptable or unacceptable use of the internet or they have any other questions and concerns, they can contact the below representative of **Intellect Stock Broking Limited / Intellect Commodities Pvt Ltd** for further clarification.