

Internet and Email Policy

Policy Category:		IT		
Policy Name:		Internet and Email Policy		
Version:		1.0		
Effective Date:		1-August-2015		
Version History				
#	Description of Change	Date of Release	Version No.	Approved by
1	Release	1-August-2015	1.0	Lalit Jain

Objective:

- To ensure use of company provided network and email / access to Internet as per organizational security policies and standards.

Policy Statement:

All CresTech functions like (HR, Admin, Delivery, Quality etc.) must follow Email and Internet Usage Policy. All functions shall be monitored for Email and Internet Usage Policy on regular basis.

Guidelines on Email Usage:

- The company provides email/internet access to assist employees in the performance of their jobs, and its use should be limited to official purpose only. Casual personal use for the convenience of the employee is permissible only if limited in frequency and duration, and not at the cost of the business interests of the organization. Users may not use email facility to manage personal business.
- Personal use of the email system should never impact the normal traffic flow of business related email. The company reserves the right to purge identifiable personal email to preserve the integrity of the email system.
- All email accounts maintained on our email systems are property of CresTech. Passwords should not be given to other people and should be changed after 90 days. Email accounts not used for 60 days will be deactivated and possibly deleted.
- All CresTech employees will have an account setup after being joined and any other person (contractor/temporary employee/client) needs a management approval.
- Users are prohibited from sending pornographic or obscene messages, or messages otherwise violating company policies concerning non-discrimination harassment, including sexual harassment, either to company employees or anyone else. Mail messages containing content that may hurt the religious and political beliefs of others should not be sent. Violation of this instruction may lead to disciplinary action against the sender of the mail.
- Users are prohibited from sending junk mail or chain letters through the company email system.
- Users are prohibited from forging email messages.
- Users are prohibited from reading, deleting, copying, or modifying email messages of other users without permission.
- Users are prohibited from deleting messages without reading.

Guidelines on Internet Usage:

- Employees have no ownership or privacy rights, to any information gathered via online resources.
- Company has the right to monitor all online communication (Including email, and online access to internet). It is the policy of the company that all information stored on company computers belongs to the company, and the company may inspect all such computers and information at any time as necessary for the conduct of its business.
- Company specifically prohibits the use of the Internet or other electronic communications services or equipment to access, download or transmit materials that can be interpreted as pornographic or obscene or otherwise in violation of the company policies concerning non-discrimination and harassment, including sexual harassment.
- Company reserves the right to record the location of all Internet sites accessed by users. Company reserves the rights in its sole discretion to share this information or make public a complete listing of all sites visited by the users to any requesting party.
- Company reserves the right to block users from any internet resources including, but not limited to those which company determines in its sole discretion to have no legitimate company purpose or which could have detrimental impact on company computing resources.
- Company reserves the right to take disciplinary action up to and including termination against users who violate the company Internet and email policy.
- The user's use of the system should not have a noticeable effect on the availability of the system for other users. Therefore, a user should not participate in online games, or have active any web channels that broadcast frequent updates to his/her PC, such as the BBC News tickers, etc.
- Users are allowed to upload any kind of data for official purposes only.
- Non-compliance with the network adherence guidelines may initiate disciplinary process.

