



Internet Access Policy and Usage of Social Media Policy

Version	2023/01.01
Review Date	25/03/2023
Review & Approved by	Reviewed by Technology Committee & Approved by Board of Directors

1. Purpose The purpose of this policy is to establish guidelines for internet access within the organization to ensure appropriate and secure usage. It also aims to provide guidelines for the appropriate use of social media platforms by employees in their professional capacity. The policy aims to ensure that employees understand their obligations and responsibilities regarding the use of the internet and social media.

2. Scope This policy applies to all staff working for or on behalf of the company, including stock brokers and depository participants. It covers all equipment used to access the internet and social media, including computers, laptops, tablets, mobile phones, and Bring Your Own Devices (BYODs) if opted. It also applies to any internet service accessed from the company's equipment. This includes staff conduct both on and off-site while using such services.

3. Internet Access

3.1 Obtaining Access to Company-Provided Internet

- Access to company-provided internet is available on all company devices.
- Access to personal mobile devices and devices shall be granted after approval from the IT Head.
- Employees must maintain the secrecy of usernames and passwords provided for such personal devices.
- Personal usage of company equipment must not have an adverse effect on the operation of the company's business, such as taking up undue bandwidth or involving other staff members who are currently working.

4. Usage of Social Media

4.1 General Guidelines

- Employees should remember that their online activities reflect on the organization, and they should use social media responsibly, maintaining a professional and respectful tone.
- Employees representing the organization through official social media accounts must adhere to specific guidelines and receive proper training.
- Sharing confidential or proprietary information on social media platforms is strictly prohibited.
- While employees have the freedom to maintain personal social media accounts, they should be cautious about sharing any information that could negatively impact the organization or its clients.
- Employees should avoid making statements that could be misinterpreted as official statements on behalf of the organization.

4.2 Mobile Device and Social Media Restrictions in Dealer Room

- To maintain focus and prevent distractions, the usage of personal mobile devices and access to personal social media platforms may be restricted within the dealer room.
- Employees may be required to keep their mobile devices in designated areas or use them only during authorized breaks outside the dealer room.
- Logs for any usage of blogs, chat forums, messenger sites, or any similar platforms shall be treated as records and should be maintained for dealers, authorized persons, and call and trade executives. Access to such platforms is prohibited during trading hours.

5. Acceptable Use of Internet

Internet access is acceptable for the following purposes:

- Accessing key systems and Exchange web portals related to work duties.
- Accessing and sharing work-related information with coworkers.
- Educational, developmental, or research purposes.
- Obtaining health service information.
- Professional and personal development and accreditation.
- Accessing news sites to stay informed.
- Using communication tools for office work.
- Downloading and updating software with authorization from IT Services.

Any other usage of the internet requires approval from seniors.

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6. Monitoring and Compliance

- Internet usage on company-provided facilities is automatically logged and may be monitored for inappropriate use.
- Failure to adhere to this policy may result in disciplinary proceedings, including potential dismissal or termination of service.

7. Review and Amendments

This policy shall be reviewed annually or after major technological changes.

A handwritten signature in blue ink, appearing to read "Randy", is positioned to the left of a circular purple ink stamp. The stamp contains the text "Genuine Stock Exchanges Pvt. Ltd." around the perimeter and "Amended" in the center.