



## Internet Acceptable Use Policy

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### Purpose

The goals of this policy are to outline appropriate and inappropriate use of Banks DIH Limited's Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and download, and voice communications. Use of these services is subject to the following conditions.

### Your Account

Internet access at Banks DIH Limited is controlled through individual accounts and passwords. Department managers can recommend internet access for people in their department to Human Resource management who is responsible for defining appropriate access levels and conveying that information to the IT operations.

Each user of the Banks DIH Limited system is required to read this Internet policy and sign an Internet use agreement prior to receiving an Internet access account and password.

### Appropriate Use

Individuals at Banks DIH Limited are encouraged to use the Internet to further the goals and objectives of Banks DIH Limited. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of Banks DIH Limited, and clients within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
3. Participating in educational or professional development activities.

### Inappropriate Use

Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at Banks DIH Limited will comply with all country laws, all Banks DIH Limited policies, and all Banks DIH Limited contracts. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates Banks DIH Limited's policies, rules, or administrative orders including, but not limited to, any applicable code of conduct policies, etc. Use of the Internet in a manner that is not consistent with the mission of Banks DIH Limited, misrepresents Banks DIH Limited, or violates any Banks DIH Limited policy is prohibited.
3. Individuals should limit their personal use of the Internet. Banks DIH Limited allows limited personal use for communication with family and friends, independent learning, and public service. Banks DIH Limited prohibits use for mass unsolicited mailings, access for non-employees to Banks DIH Limited resources or network facilities, uploading and



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- downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved by Banks DIH Limited, and the dissemination of chain letters.
4. Individuals may not establish Banks DIH Limited computers as participants in any peer-to-peer network, unless approved by management.
  5. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to Banks DIH Limited or another individual without authorized permission.
  6. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
  7. Individuals will only use Banks DIH Limited approved services, specifically SKYPE, Avaya Aura IP phone system, for voice communication over the Internet.

## Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk or IT administrator to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

## Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Banks DIH Limited. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Banks DIH Limited policies; and/or
3. Legal action according to applicable laws and contractual agreements.

## Monitoring and Filtering

Banks DIH Limited may monitor any Internet activity occurring on Banks DIH Limited equipment or accounts. Banks DIH Limited currently employs filtering software to limit access to sites on the Internet. If Banks DIH Limited discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

## Disclaimer

Banks DIH Limited assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Banks DIH Limited is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact the Operations Manager at 592-225-0910 ext 2113.

## Internet Acceptable Use Policy User Agreement



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I hereby acknowledge that I have read and understand the Internet Acceptable Use Policy of Banks DIH Limited. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold Banks DIH Limited and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of Banks DIH Limited -owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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