



AN ISO/IEC 27001:2013 Certified Company

**OutsourceBiz India Private Limited**

BusinessProcess **Evolution**

## **Acceptable Internet Use Policy**

Violations of provisions outlined in this document, may result in termination of access privilege or employment. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable State and Central Government Laws, is subject to loss of access privileges and any other OSB disciplinary options.

**Acceptable Use:**

- Must be in support of work, education and research consistent with OSB policy, and employee job description.
- Must be consistent with the rules appropriate to any network being used/accessed. Unauthorized use of copyrighted material is prohibited.
- Publishing, downloading or transmitting threatening or obscene material is prohibited. OSB will monitor user Internet Access. Browsing of sites unrelated to OSB's business, including Adult or Pornographic sites, Sports Pages, Employment Opportunities, News as well as sites unrelated to OSB Business is prohibited and may result in immediate termination of employment and further legal proceedings.
- Distribution of company or customer material protected by trade secret or any other law is strictly prohibited.
- Use for commercial activities is not acceptable and is prohibited.
- Product advertisement or political lobbying is prohibited.

### **Privileges:**

- Access to the Internet is not a right, but a privilege. Unacceptable usage will result
- in cancellation of account, and possible disciplinary proceedings.

### **Netiquette:**

- Be polite.
- Do not use vulgar or obscene language.
- Use caution when revealing your address, email id or phone number (or those of others).
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of network etiquette.

## Security

- If you identify a security problem, notify a system administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Attempts to log on as another user without proper authorization will result in cancellation of privileges and disciplinary action.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- User must notify the system administrator of any change in account information.
- User may be occasionally required to update registration, password and account information in order to continue Internet access.
- OSB Administration has access to all mail and user access requests, and will monitor messages as necessary to assure efficient performance and appropriate use.
- Company E-Mail is provided for business use only and OSB retains full ownership of contents of all E-Mail boxes

### **Vandalism/Harassment**

- Vandalism and/or harassment will result in the cancellation of the offending user's account.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

### **Penalties**

- Any user violating these provisions, applicable State and Central Government laws or posted OSB rules is subject to loss of network privileges and any other OSB disciplinary options, including criminal prosecution

### **Internate Usage**

- Unofficial chatting is prohibited.
- Remote Access software must not be used without proper authorization. Violators will face severe disciplinary action.

All terms and conditions are applicable to ALL users of the network. This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the Internet facilities and is not necessarily exhaustive. I understand and will abide by the OSBI Acceptable Internet Use Policy. I further understand that any violation of this Acceptable Internet Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

**SPECIMEN OF THE SIGN IN SHEET:**

**Employee Name:** .....

**Employee ID:** .....

**Date:** .....

**Signature:** .....

