

Policy Domain	Internet Usage Policy	Creation Date	10 th Feb 2021
		Classification	Internal
		Version	1.0
		Doc. Owner	IT Head

Document Control			
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Document Control

- This document is subject to version control and shall be managed by IT Head. Any request for amending this document shall be approved by Director. The IT Head shall review this document at least once in a year and/or when there is a significant change in technology adopted, business objectives, identified threats, legal environment, social climate and business processes.
- The document is available on Helpdesk Portal under Announcement and Server shared folder under AETL Policies and provided with HR Joining Kit, in non-editable pdf format and all the employees are expected to read and adhere to it. The approved and signed copies are available with IT Team, which can be used for audit purpose only. IT Team is responsible for maintaining updated copy of this document and its effective communication within Advanced Enzymes (AETL).

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1. Overview

Internet connectivity presents the company with new risks that must be addressed to safeguard the facility's vital information assets.

These risks include:

Access to the Internet by personnel that is inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, the company may face loss of reputation and possible legal action through other types of misuse.

All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate.

Access to the Internet will be provided to users to support business activities and only on an as-needed basis to perform their jobs and professional roles.

2. Scope

The Internet usage Policy applies to all Internet users (individuals working for the company, including permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the computing or networking resources. The company's Internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise their good judgment while using Internet services.

3. Purpose

AETL is aware of the IT Security exposures that arise out of Internet access through its network and local systems. Accordingly, it has deployed various controls that eliminates or reduces the risks and abuse arising out of Internet usage.

4. Policy Statement

Internet access shall be provided to users after authorization. Users are prohibited from surfing, transmitting or downloading material that is obscene, pornographic, threatening or sexually harassing.

Users using internet shall be made aware of their responsibilities to use it for valid business reason and not as a mechanism to harass bully or produce defamatory remarks concerning other individuals or companies. All access is to be made to and from internet shall be controlled, logged and monitored.

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5. Detailed Policy

- Internet access shall be provided to the employees only after authorization by their respective department heads, with appropriate justification.
- Any special website Access requirements shall be provided to the user after getting approval from authorized individuals.
- Users with Internet access shall ensure that they use the Internet connectivity and the IT resources for Internet connectivity for official and business purpose only.
- Employees of AETL with Internet access shall not participate in Internet discussion groups, chat rooms, or other public electronic forums.
- Users will not be allowed to download any software/data from the Internet (Such restrictions will be enforced by various tools and may be changed /upgraded time to time). In case of user is mobile and using the company laptop, user has to ensure the appropriate access of Internet.
- IT shall be responsible for routinely logging web usage, web sites visited, and files downloaded by the users.
- User shall not reveal or publicize confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer software source codes, computer/network access codes, and business relationships.
- Use of the Internet by employees of AETL is encouraged in the execution of day-to-day business in as much as it supports AETL goals. The AETL's standards of business conduct must be maintained whenever the Internet is used.
- User shall neither visit nor access pornographic, racist and illegal sites, or downloads from the same Internet sites that contain obscene or offensive materials. Access to many (if not all) sites considered to contain "unsuitable" material shall be prevented by using a filtering system. As new sites of this nature come online and come to the attention of AETL, they shall be blocked as soon as possible.
- User shall not upload, download or otherwise transmit commercial software or any copyrighted materials.
- All browsers used to connect to the Internet shall be updated periodically for the latest patches and vulnerabilities.
- All content downloaded from Internet shall be thoroughly checked to make sure they do not include viruses, Trojan horses, and other malicious code. Every desktop/laptop will have AETL approved antivirus with the latest virus definitions. Disabling antivirus software shall not be permitted. All desktops/laptops shall be configured to automatically scan any material downloaded from an Internet Web site.
- User shall not be using Internet for accessing sites promoting gambling, personal commercial benefits or money-laundering.
- Sharing of FTP & Internet access login ID and password is prohibited.
- User shall take reasonable care to access sites of hackers as these sites could lead to downloads of hostile codes or opening of a covert channel into AETL.
- The AETL retains the right, to report any illegal activities to the appropriate authorities.

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6. Annexure Internet Access

Please refer Annexure Internet Access - Web Filter Categories (Annexure-Internet Access Web Filter Categories).

7. Procedures

7.1. General Access of internet

Internet access for all employees shall be provided via Firewall only. No direct internet access to be provided to any employee. Only employees with roaming profile may have other way to access the internet with end point restriction.

7.2. Approval by HR/ HOD

Internet access to employees shall be provided with default restricted internet settings.

Unrestricted Internet access to an employee shall be provided only after prior approval of the HOD/Management explaining the reasons and purpose for this access.

The request to get unrestricted internet access shall be raised on AETL IT Helpdesk portal which shall be approved by concerned department head or management.

7.3. Personal use

Use of AETL IT systems to access the Internet for personal purposes is strictly prohibited.

7.4. Prohibition of discussion group

The employees are discouraged to use social media websites like Twitter, Facebook and writing of Blogs while in the office premises. An employee will own the entire responsibility for posting on social media websites. Postings related to AETL without the written consent from AETL will be considered as breach of this policy. Disciplinary action will be taken against up to and including termination of employment.

7.5. Virus screening

Any information or data downloaded from the Internet should be screened through virus detection software before being used. No Software application should be downloaded and installed on IT equipment's without the approval of IT.

7.6. Transmitting confidential information

All information / data / code / soft copy of any Confidential or Restricted information nature should not be transmitted over the Internet without prior approval of the concerned division CEO and reasonable security measures such as encryption or other appropriate method.

7.7. Restriction on web sites

AETL shall defined appropriate controls to restrict access to certain type of websites within AETL's network and maintains log details. Regular monitoring of these logs shall be done by the IT administrator and report abnormalities to the Head IT for further action.

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The control shall be defined on the following group categories.

- Potentially Liable (i.e. Drug Abuse, Hacking, Illegal or Unethical etc.)
- Adult/Mature Content (i.e. Abortion, Adult Materials, Nudity and Risque, Pornography etc.)
- Bandwidth Consuming (i.e. Freeware and Software Downloads, File Sharing and Storage etc.)
- Security Risk (i.e. Malicious Websites, Phishing, Spam URLs etc.)
- General Interest – Personal (i.e. Games, Web-based Email, Entertainment, Social Networking etc.)
- Unrated (i.e. websites that not rated under Fortigate filter)

8. Inappropriate use of Internet

Using Internet inappropriately shall be against the company's policy and shall be strictly avoided. Inappropriate use includes but not limited to -

- Conducting illegal activities, including gambling
- Accessing, downloading or forwarding pornographic or illicit material.
- Revealing or publicizing proprietary or confidential information.
- Making or posting indecent remarks.
- Uploading or downloading commercial software in violation of its copyright.
- Downloading any software or electronic files without reasonable virus protection measures in place.
- Intentionally interfering with the normal operation of AETL Internet gateway/proxy machine.
- Use the company logos or the company materials in any web page or Internet posting unless the company management has approved it, in advance.
- Attempt to inappropriately telnet to or port scan remote systems on the Internet.

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9. Roles & Responsibility Matrix (RACI)

Activity \ Role	IT Head	ISMS Steering Committee	Internal Users	External Users	Exempted
Authoring of this document	RA	RA	-	-	-
Approval of this document	I	CI	-	-	-
Sign-off of this document	CI	CI	-	-	-
Application of this document	RA	RA	RA	RA	-

R	Responsible
A	Accountable
C	Consulted
I	Informed

10. Roles and Responsibilities

- **IT Team**
 - Policy Ownership,
 - Development and Maintenance Compliance audit & risk reviews.
 - Internet Security Configuration, Implementation and Administration, Monitoring.
- **Users:**
 - Shall attend security awareness training arranged by AETL or shall read and understand all IT security awareness mail communications or newsletters.
 - Shall use Internet service judiciously.
 - Understand that Information Security is everybody's responsibility.
 - Report any security incident or Security breaches to IT team immediately.

11. Risk for Non-Compliance

Risks arising due to non-compliance with this Policy include, but not limited to:

- Unauthorized Access/Hacking
- Malicious Code or virus propagation
- Information leakage, violation of IPR
- Misuse of the internet facility given to the employees, third parties of AETL

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- Threat to Image & reputation of AETL

Compliance with this Policy initiates the following key controls:

- Acceptable use of Internet resources
- Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

12. Policy Review

The policy will be reviewed every year or if there is any major change in IT Infrastructure to incorporate changes if any.

IT Team will be responsible for reviewing the policy and communicating the changes made therein.

13. ISMS Steering Committee Members

1. Mukund Kabra (Director)
2. B. P. Rauka (CFO)
3. Maruti Divekar (IT Head)

14. AETL IT Helpdesk Contact Details

- Logging an online support request: <http://192.168.2.7:8080>
- Email: it.helpdesk@advancedenzymes.com
- Telephone: **022 41703234**

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