

Internet Access Policy

1. Purpose:

The purpose of this Internet Access Policy is to establish guidelines for the appropriate use of the internet and related technologies by employees of Sanchit Financial And Management Services Pvt. Ltd. The policy aims to ensure a secure, productive, and ethical use of internet resources.

2. Scope:

This policy applies to all employees, contractors, and third parties who have access to Sanchit Financial And Management Services Pvt. Ltd.'s computer and network resources.

3. Acceptable Use:

3.1. Employees are expected to use the internet for work-related activities that contribute to the goals and objectives of Sanchit Financial And Management Services Pvt. Ltd.

4. Unacceptable Use:

4.1. Unauthorized downloading, installation, or distribution of software, media, or files that violate copyright laws or licensing agreements is strictly prohibited.

4.2. Accessing, downloading, or distributing inappropriate, offensive, or illegal material is not allowed.

4.3. Accessing of social media sites, sites with audio video downloads, site with chat room and other related sites are strictly prohibited.

4.3. Engaging in activities that could harm the integrity, security, or functionality of Sanchit Financial And Management Services Pvt. Ltd.'s computer systems, network, or data is strictly prohibited.

4.4. Use of the internet for activities that could create a hostile work environment, including but not limited to harassment or discrimination, is not allowed.

5. Security:

5.1. Employees must follow security best practices, including using strong passwords, keeping passwords confidential, and promptly reporting any suspicious activity.

5.2. Employees should not disclose sensitive company information on the internet without proper authorization.

6. Monitoring:

6.1. Sanchit Financial And Management Services Pvt. Ltd. reserves the right to monitor internet usage, including websites visited and online activities, to ensure compliance with this policy.

6.2. Employees should not have an expectation of privacy when using company-provided internet resources.

7. Reporting Violations:

Employees are encouraged to report any suspected violations of this policy to their immediate supervisor or the IT department.

8. Consequences of Violation:

Violation of this Internet Policy may result in disciplinary action, up to and including termination of employment.

9. Review and Revision:

This policy will be reviewed periodically and updated as necessary to reflect changes in technology, security practices, and legal requirements.

10. Acknowledgment:

All employees must acknowledge their understanding and agreement to comply with this Technical Glitch Policy.

Policy Review Log	
Version	Modification Date DD MMM YYYY
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