



Information Technology Policy

Standard Group of Companies (SG) is committed to provide an I.T. framework to ensure that there is continuity of company procedures and systems and to ensure proper business use of Internet, Intranet, Voice/Video Conferencing and E-mail communication within the company.

It is the policy of SG to:

- Where appropriate, duly authorised staff and encourage them to make use of the Internet as part of their official and professional activities.
- Ensure published information has relevance to normal professional activities before material is released in the company name. Where personal views are expressed, a disclaimer stating that this is the case should be clearly added to all correspondence.
- The intellectual property rights, including patents, designrights and copyrights must not be compromised when extracting from, or publishing to, the public domain and Internet.
- All employees must comply with company communication standards, defined in the Company Handbook.
- E-mail messages and copies should only be sent to those for whom they are particularly relevant and E-mail should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. E-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.
- Where an E-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality.
- Any work related issue, comments and/or material must not be placed on social media sites at any time, either during or outside of working hours.

The company will not tolerate the use of the I.T. system for unofficial or inappropriate purposes, including;

- any messages that could constitute bullying, harassment or other detriment
- personal use (e.g. social invitations, chain letters or other private matters)
- on-line gambling or accessing or transmitting pornography
- on-line posting of confidential information about employees, the company or its customers or suppliers.

The company reserve the right to monitor all E-mail/Internet activity by our employees for the purposes of ensuring compliance with our company policies, procedures and with the relevant regulatory requirements.

Using I.T., including E-mail and Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

SGL are committed to the continual review and deployment of I.T. technology, both hardware and software, to reduce or eliminate waste in our company.

Nageshwar Rao
Managing Director
Standard Group of Companies

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