

## **Information Security Policy**

- Network computers do not have CD Drive and Floppy drive installed.
- Any storage media comes to the office is being inspected by IT department and then only the authorized access is given to the user.
- Every employee of the company is having a user name and password and the logs are being maintained for the same.
- Server room is being accessed by IT persons only.
- Every system has its own antivirus installed.
- Internet facility is given on restricted computers.
- Only limited sites are opened for internet access.
- Only the website related to the Bank / RBI / NSE / BSE are allowed which is approved by the management
- Access to Social Networking websites are blocked by the administrator.
- Director's approval is required for the internet access on a particular computer.
- Passwords cannot be stored on computers.
- Pen drive is not allowed.
- Password should include alpha numeric and special characters with a minimum length of eight characters.
- Computer login passwords should be changed every month.

- User must lock the computer while leaving the desk.
- Music is not allowed in the working area.
- Camera is not allowed in the working area.
- Unwanted mail chain is not allowed.
- Trading persons and back office persons cannot access each other shared folders.
- Documents should not be left idle on the desk. One must shred the documents if it is of no use.