
NEON VINIMAY PVT. LTD.

Regd. Office : 510, Kamalalaya Centre, 156-A Lenin Sarani, Kolkata - 700 013
Phone : (033) 4062-7201 to 7213, CIN : U51109WB1993PTC057361
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INTERNET USAGE POLICY

• Internet Usage Policy of Neon Vinimay Pvt Ltd.

COMPANY may provide its employees with Internet access to help to do job. This policy explains our guidelines for using the Internet.

All Internet data that is written, sent, or received through our computer systems is part of official COMPANY records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, employee should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

Employee may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

COMPANY does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if employee did not create the material, do not own the rights to it, or have not received authorization for its use, Employee may not put the material on the Internet. Employees are also responsible for making sure that anyone who sends material over the Internet has the appropriate distribution rights.

If Employee use the Internet in a way that violates the law or COMPANY policies, employee will be subject to disciplinary action, up to and including termination of employment. Employee may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.



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- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the organization.
- Sending anonymous email messages.
- Engaging in any other illegal activities.
- Should not use/access the social media.

For Neon Vinimay Pvt Ltd

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Jatesh Jain
Director

DIRECTOR

