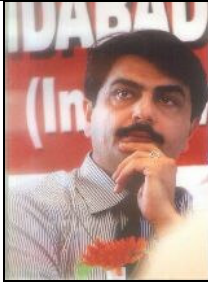


E-circular dt 17-Mar-2008



Rajive Chawla
President, FSIA



Sangeet Kr Gupta
Hony Consultant, FSIA

Internet Policy

Dear Members,

The Information Technology is the key-point in today's business. Today, all of our member companies, must be having internet access to their staff members. But if this thing is not "Guarded" and "Controlled productively" , it may be counter-productive to companies' interests.

We at FSIA Team strongly recommend that you must study this model policy and implement this in your company.

Regards,

FSIA Team

SAMPLE INTERNET USAGE POLICY

Policy: Access to the Internet through the Company is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

Purpose: To define policies and procedures for access to the Internet through the Company network infrastructure.

Scope: This policy applies to all personnel with access to Internet and related services through the Company network infrastructure. Internet Related services include all services provided with the TCP/IP protocol, including but not limited to Electronic Mail (e-mail), File Transfer Protocol (FTP), Gopher, and World Wide Web (WWW) access.

Procedure:

1.0 ACCEPTABLE USE

- 1.1. Access to the Internet is specifically limited to activities in direct support of official Company business.
- 1.2. In addition to access in support of specific work related duties, the Company Internet connection may be used for educational and research purposes.
- 1.3. If any user has a question of what constitutes acceptable use he/she should check with their supervisor for additional guidance. Management or supervisory personnel shall consult with the Information Services Manager for clarification of these guidelines.

2.0 INAPPROPRIATE USE

- 2.1. The Company, Internet access shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials
- 2.2. Use of Company electronic mail or messaging services shall be used for the conduct of Company, business only. These services shall not be used to harass, intimidate or otherwise annoy another person.
- 2.3. The Company, Internet access shall not be used for private, recreational or other non-company related activity.
- 2.4. The Company Internet connection shall not be used for commercial or political purposes.
- 2.5. Use of the Company, Internet access shall not be used for personal gain such as selling access of a Company user login. Internet access shall not be used for or by performing work for profit with Company resources in a manner not authorized by The Company.
- 2.6. Users shall not attempt to circumvent or subvert security measures on the Company's network resources or any other system connected to or accessible through the Internet.
- 2.7. Company users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.
- 2.8. Company users shall not make or use illegal copies of copyrighted material, store such copies on Company equipment, or transmit these copies over the Company network.

3.0 INTERNET AND E-MAIL ETIQUETTE

- 3.1. Company employees shall ensure all communication through Company e-mail or messaging services is conducted in a professional manner. The use vulgar or obscene language is prohibited.
- 3.2. Company users shall not reveal private or personal information without specific approval from management.
- 3.3. Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided.

- 3.4. Electronic Mail is not guaranteed to be private. Messages transmitted through the Company e-mail system or network infrastructure are the property of Company and are therefore subject to inspection.

4.0 SECURITY

- 4.1. Company users who identify or perceive an actual or suspected security problem shall immediately contact the Company Information Systems Security Manager.
- 4.2. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user.
- 4.3. Access to Company network resources shall be revoked for any user identified as a security risk or a demonstrated history of security problems

5.0 PENALTIES

- 5.1. Any user violating these policies is subject to the loss of network privileges and any other Company disciplinary actions deemed appropriate.

6.0 USER COMPLIANCE

- 6.1. All terms and conditions as stated in this document are applicable to all users of the network and the Internet connection.
- 6.2. All users must agree to abide by this policy by signing the Acknowledgement of Receipt and Understanding form

Exhibit 1 - Computer and Internet Usage Policy

Exhibit 1 - COMPUTER AND INTERNET USAGE POLICY

Acknowledgement of Receipt and Understanding

Access to the Internet through the Company is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the provisions outlined in this document are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

ACCEPTABLE USE

Access to the Internet is specifically limited to activities in direct support of official Company business but may be used for educational and research purposes. If any user has a question regarding acceptable use he/she should check with their supervisor for additional guidance. Management or supervisory personnel shall consult with the Information Services Manager for clarification of these guidelines.

INAPPROPRIATE USE

The Company, Internet access shall not be used for any illegal or unlawful purposes. Examples include the transmission of violent, threatening, defrauding, pornographic or obscene materials. Use of Company electronic mail or messaging services shall be used for the conduct of Company business only. These services shall not be used to harass, intimidate or otherwise annoy another person or for private, recreational or other non-company related activities including commercial or partisan political purposes or for personal gain

such as selling access of a Company user login. Internet access shall not be used for performing work for profit with Company resources in a manner not authorized by The Company.

Users shall not attempt to circumvent or subvert security measures on either the Company's network or any other system connected to or accessible through the Internet. Company users shall not use Internet access for interception of network traffic for any purpose unless engaged in authorized network administration.

Company users shall not make or use illegal copies of copyrighted material, store such copies on Company equipment, or transmit these copies over the Company network. This includes copies of software that the company has not purchased or does not have a license.

INTERNET AND E-MAIL ETIQUETTE

Company employees shall ensure all communication through Company e-mail or messaging services is conducted in a professional manner. The use of vulgar or obscene language is prohibited. Company users shall not reveal private or personal information without specific approval from management.

Users should ensure that e-mail messages are sent to only those users with a specific need to know. The transmission of e-mail to large groups or messages with large file attachments should be avoided. Users should note **Electronic Mail is not guaranteed to be private. Messages transmitted through the Company e-mail system or network infrastructure are the property of The Company and are therefore subject to inspection and control.**

SECURITY

Company users who identify or perceive an actual or suspected security problem shall immediately contact the Company Information Systems Security Manager. Users shall not reveal account password or allow another person to use their account. Similarly, users shall not use the account of another user. Access to Company network resources shall be revoked for any user identified as a security risk or for those with a demonstrated history of security problems.

USER COMPLIANCE

All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to the loss of network privileges and any other Company disciplinary actions deemed appropriate. I understand and will abide by this *Computer and Internet Usage Policy*. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and or appropriate legal action may be taken.

Full Name _____

Designation _____

User Signature Date

And an important Note :

➔ If you don't implement it, you will not be protected.

And

➔ if you implement it, You better also MONITOR its compliance

Similarly, always monitor , whether regular backup is being taken in your company , of your ERP's Data.

“ERP Data is lost Almost Everything is lost”

BRANCHCD	TYPE	VCHNUM	VCHDATE	USER_ID	DATED
00	10	BACKUP	21/01/2008	INDER	21/01/2008 12:37:30
00	10	BACKUP	19/01/2008	INDER	19/01/2008 18:55:14
00	10	BACKUP	18/01/2008	INDER	18/01/2008 18:19:02
00	10	BACKUP	17/01/2008	INDER	17/01/2008 16:46:06
00	10	BACKUP	16/01/2008	INDER	16/01/2008 17:13:11
00	10	BACKUP	15/01/2008	INDER	15/01/2008 16:31:51
00	10	BACKUP	14/01/2008	INDER	14/01/2008 17:36:24
00	10	BACKUP	14/01/2008	MLG1	14/01/2008 16:45:06
00	10	BACKUP	12/01/2008	CHARU	12/01/2008 17:20:20
00	10	BACKUP	12/01/2008	INDER	12/01/2008 17:18:04
00	10	BACKUP	12/01/2008	CHARU	12/01/2008 10:44:03
00	10	BACKUP	11/01/2008	CHARU	11/01/2008 17:02:34
00	10	BACKUP	10/01/2008	INDER	10/01/2008 18:02:57
00	10	BACKUP	09/01/2008	INDER	09/01/2008 17:59:04
00	10	BACKUP	08/01/2008	CHARU	08/01/2008 17:12:57

(The Exhibit above shows the log of backup of Finsys ERP taken by different Users) –
→ You must monitor this.

For queries, suggestions and feedback , you can e-mail us at :

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Subscription

Please send your details, and request e-mail to groupmlg@eth.net

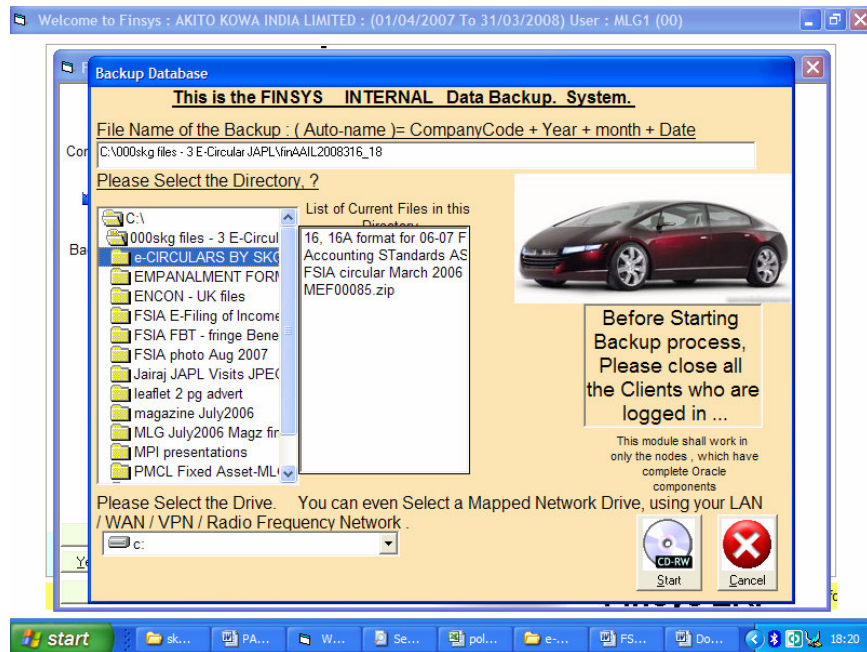
for Discontinuation of this E-mail

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Notes & disclaimer

For private circulation. Intended for recipient only. This is only for personal information of the members. Based on information & interpretations available as on 16-3-2008. Please contact your Consultant / Chartered Accountant / counsel for his final opinion, if deemed fit.

Adv. : Many Successful businesses are controlling their Business operations, Accounts, Purchase, Sales, Complaints, Collections, Taxation, Production, QA, ISO-9000/ ISO-14001 and TS-16949 processes on the Finsys ERP packages © MLG Infotech P Ltd 1992-2008.



Must – take Backup Regularly

And Please note

This is the month of March 2008 → Time to change your Systems to a proper ERP.

Finsys®© Team can serve you.

For Trade Enquiries contact : Puneet Gupta 93500-18744, Dinesh Verma 9313136494, Deepak Sharma 9312359961 - MLG Infotech Pvt Ltd – the company that can give you both the full ERP and also individual modules , according to your need. ... And also implements it.