



Access Petrotec & Mining Solutions

Devices, Computer, Email and Internet Acceptable Use Policy

Access Petrotec and Mining Solutions (AP) may give you access to devices, computers, computer files, an email system, and software. You should not password protect any file without authorisation. To make sure that all employees follow this policy, we may monitor computer and email usage. All AP' emails are the property of AP.

The equipment, services, and technology that you use to access the internet are the property of AP. Therefore, we reserve the right to monitor how you use the internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or that is stored in our computer systems.

If you use the internet in a way that violates the law or AP policies, you will be subject to disciplinary action, up to and including termination of employment. You 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 organisation's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorisation
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organisation
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorised transactions that may incur a cost to the organisation or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organisation'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 organisation 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
- Jeopardising the security of the organisation's electronic communications systems
- Sending anonymous email messages
- Engaging in any other illegal activities

Jyoti Mathur

Jyoti Mathur
Managing Director
Dated 25/5/2022