



PVR Internet Access Policy

Version	1.0
Ownership	Office Of The Chief Information Officer PVR LTD.
Amendments & Termination Rights	Office Of The Chief Information Officer PVR LTD.
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Previous Version	N/A

1. Objective:

The policy lays down the guidelines for user/employees on using company provided internet facility at corporate office, regional office or at Cinema sites.

2. Scope:

This policy is applicable to all employees of PVR and its group companies.

3. Cinema Site:

- Internet access is prohibited at cinemas.
- Only IT, Accounts & CM/CGM are authorized to use Internet with applied restrictions of no access to audio/video sites, downloads, file sharing & social networking.

4. Corporate Office.

- Employees based at corporate office and regional offices will have full access to internet, however IT reserves a right to monitor the internet usage of employees as a validity check. In case employee found using any unofficial sites, download or torrents strict action will be taken against them.
- For Departments which require access to online videos/audio, a special approval needs to be done from the respective functional head & CIO.

5. Internet Operative Guidelines:

- As a condition of providing Internet Access to its Employees, PVR places certain restrictions on office use of the Internet.
- In case of non-availability of PVR E-mail Service user can communicate with fellow Employees and clients regarding matters within employee's assigned duties.
- Please be sure that use of the Internet Access expressly prohibits the following actions:
 - Installation of any software which impacts bandwidth acceleration & impact other employees work.
 - Printing of copyright materials including articles in violation of copyright laws.
 - Downloading of software from internet without prior approval from IT Department is prohibited.
 - Any files downloaded over the WWW shall be scanned for viruses, using corporate Anti-virus software
 - No employee may use company facilities knowingly or unknowingly to download/distribute pirated software or data.
 - No employee may use the company's Internet facilities to deliberately propagate any virus, worm, Trojans, or trap door program code.
- Sending, receiving or printing proprietary data, trade secrets or other confidential information of PVR in violation of company policy or proprietary agreements.
- Offensive or harassing statements or language including disparagement of others for any reason.