



PVR Wireless Access Policy

Version	1.1
Ownership	Office Of The Chief Information Officer PVR LTD.
Amendments & Termination Rights	Office Of The Chief Information Officer PVR LTD.
Edited By	Gaurav Amar
Previous Version	N/A

1. Objective:

The policy lays down the guidelines for all employees to access wireless network of corporate office.

2. Scope:

This policy is applicable to all employees of PVR and the group companies. Retainers/Consultants are also covered under policy, whose work entails them to be in constant touch with internal/external customers for official purpose.

3. Responsibility:

- Approval for getting wireless access need to be approved by employees respective HOD/functional head.
- The wireless password will not be shared with any employee, IT helpdesk team will enable wireless access on user laptop post approval.
- Employee needs to ensure to get connected to the Pvr-Corporate network for accessing official resources.
- IT to ensure that emails, printers & other network resources are available to user over a wireless network.
- In case official guest/visitor require internet access, PVR-Guest wireless network present at corporate office will facilitate them for getting connected.

4. Wireless Access Rights & Operative Guidelines:

- **M2 and above** - Dedicate hi speed Wi-Fi with full access across all devices registered in Employee's name. The devices include official laptop, I-Pad and Cell Phones and shall have an unrestricted access to the net with an exception of certain objectionable sites and downloads.
- **M3 to M6** - Wi-Fi on request signed by business head with due business need reasons towards restricted access to a single device. Restrictions shall include Social networks, chat platforms, web platforms not in business use and any downloads. Exceptions based on need signed by business head towards access to restrictive platforms and other devices.
- **Guest access** - On demand service available to visitors. Restricted access for 2 hours with online registration (name and email for first time). This shall be an on demand service wherein access code with password shall be sent to the mobile number of the guest.

5. Exceptions/Deviations:

- Any exceptions/deviations shall be approved by the CIO.
- Management reserves the right to modify or terminate this policy without prior notice.
- This document supersedes all previous policies/guidelines on this subject.



WIRELESS ACCESS FORM

Employee Name:		Employee Location/Region:	
Department:		Department Head:	
Grade:		Designation:	

I hereby agree that:

- The wireless access provided to me is for business use only.
- I will be fully responsible for keeping the wireless credentials confidential and private.
- I will not use my personal devices for connecting to the company network
- In case official guest/visitor require internet access, PVR-Guest wireless network present at corporate office will be offered to get connected.
- For large content download I will use the wired LAN in place of wireless.
- While using the wireless network within office premises I will adhere to the guidelines

***Since improper use of wireless technology and wireless communications can open the network to additional sniffing and intrusion attacks, authorized and proper use of wireless technology is critical to the security of the organization. Employees that do not adhere to guidelines may be subject to disciplinary action.*

To be filled in by user:	To be filled in by IT personnel
I have read, understood and agree to the above declaration:	I have provided the access to user as per above guidelines.
Name: Date: Signature:	Name: Date: Signature:
Employees HOD: Employees HOD Signature:	Manager Name: Managers Signature: