



9967885950 / 8850384642

trivedib11@yahoo.com  
gauravtrivedi60@gmail.com  
harshal@kutirgroup.in

**Corporate Office**  
Kutir Group, B/103, Ramkrupa Chs, SVP Road, Near Gokul Hotel,  
Borivali West, Indusind Bank Building, Mumbai- 400092.

“Foundation to Landmark, brick by brick”

[www.kutirgroup.in](http://www.kutirgroup.in)

## Kutir Group Computer Use Policy

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### 1. Policy Objective

Kutir Group provides employees with access to the internet, email, and other electronic communication tools to support business operations and enhance productivity. This policy establishes the acceptable use of all company-provided technology systems. Employees are responsible for using these resources in a professional, ethical, and legal manner that protects the integrity and security of company assets.

### 2. Scope and Application

This policy applies to all employees of Kutir Group and covers all company-owned or company-leased technology, including but not limited to:

- Computers, laptops, and tablets.
- Email systems and communication networks.
- Internet access and Wi-Fi networks.
- Company-provided mobile devices and telecommunication systems.

This policy should be read and followed in conjunction with all other Kutir Group policies, including those governing workplace conduct and harassment.

### 3. Disciplinary Action

Any employee who misuses company technology may be subject to disciplinary action, which can include the revocation of access, verbal or written warnings, suspension, and, if deemed appropriate, termination of employment.

### 4. Monitoring and Privacy

**4.1. Company Property:** All technology systems, equipment, and data created, sent, or stored on these systems are the exclusive property of Kutir Group. Employees should have no expectation of privacy regarding their use of company technology.

**4.2. Right to Monitor:** Kutir Group reserves the right to monitor, access, and review all electronic communications, files, and internet use without prior notice. This includes emails, instant messages, voice messages, social media activity, and all data stored on company-owned devices, both on-site and off-site.

**4.3. Business Records:** All electronic communications are considered business records. They may be subject to discovery in the event of legal proceedings, and employees should be aware that their communications may be reviewed by third parties.



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## 5. Appropriate Use Guidelines

**5.1. Job-Related Use:** All company technology should be used primarily for business-related activities. While minimal and reasonable personal use is permitted, it must not interfere with job performance or violate any other provisions of this policy.

**5.2. Prohibited Content:** Employees are strictly prohibited from transmitting, retrieving, or storing any content that is illegal, offensive, or inappropriate. This includes, but is not limited to:

- **Harassment and Discrimination:** Any messages or content that are defamatory, discriminatory, or harassing based on race, age, religion, national origin, disability, gender, or sexual orientation.
- **Pornographic or Sexually Explicit Material:** Viewing, downloading, or distributing any pornographic, sexually explicit, or obscene content.
- **Offensive Language:** Using abusive, profane, or vulgar language in any communication.

**5.3. Illegal Activities:** The use of company technology for any illegal activity is strictly forbidden. This includes:

- Unauthorized access to computer systems ("hacking").
- Copyright infringement and intellectual property theft.
- Software piracy.
- Extortion, blackmail, or fraud.

**5.4. System Security:** Employees are responsible for helping to protect the integrity and security of Kutir Group's technology systems.

- **No Unauthorized Downloads:** Do not download or install any software, applications, or files from the internet without prior approval from the IT department. All approved downloads must be scanned for viruses.
- **Virus Protection:** Report any suspected viruses or security breaches to the IT department immediately.
- **Password Security:** Do not share your passwords with anyone. Change your passwords regularly and ensure they are strong and complex.



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#### 5.5. Responsible Communication:

- **Corporate Identity:** All electronic communications should reflect professional workplace conduct and ethical corporate values.
- **No Impersonation:** Do not send emails or other electronic communications that hide your identity or pretend to be someone else.
- **Avoid Disruptions:** Do not engage in activities that disrupt the network or its use by others, such as sending excessive large files or "spamming" (sending unsolicited emails).

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#### 6. Questions and Reporting

If you have any questions about this policy or are unsure whether a particular use of technology is appropriate, please contact your supervisor or the IT department.