2COMS ACCEPTABLE USE POLICY

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Policy Brief & Purpose

The Acceptable Use Policy (AUP) defines the acceptable and responsible use of information technology resources provided by 2COMS Consulting Private Limited. The objective of this policy is to safeguard company systems, data, and network infrastructure while ensuring legal, ethical, and productive use of IT assets by employees and contracted associates.

Scope

This policy applies to all employees, contractual staff, consultants, interns, vendors, and third parties who access or use 2COMS IT resources. This includes company-owned devices, networks, applications, cloud platforms, email systems, and remote access services.

Acceptable Use of IT Resources

Users are permitted to use IT resources strictly for official business purposes. Limited personal use is allowed provided it does not interfere with work responsibilities, consume excessive resources, compromise security, or violate any company policy or legal requirement.

User Responsibilities

Users must protect authentication credentials, use strong passwords, secure devices when unattended, comply with security controls implemented by the IT Department, and immediately report any suspected security incidents, data breaches, or loss of devices.

Prohibited Activities

Users must not access unauthorized systems, bypass security controls, install unapproved software, misuse confidential data, access illegal or offensive content, perform hacking or fraudulent activities, or engage in any activity that could harm the organization's systems or reputation.

Email and Communication Usage

Corporate email and communication tools must be used for official purposes only. Users must not send offensive, discriminatory, or unauthorized communications, subscribe to non-business services, or share confidential information without approval. The IT Department reserves the right to monitor email usage as per management discretion.

Company-Issued Equipment

All company-issued devices including laptops, desktops, mobile phones, and storage devices remain the property of 2COMS. Users are responsible for the safe handling, security, and proper usage of such equipment and must return them upon request or separation.

Monitoring and Privacy

2COMS reserves the right to monitor, log, and audit the usage of IT resources to ensure compliance with this policy. Users should have no expectation of personal privacy while using company IT systems, subject to applicable laws.

Disciplinary Action

Any violation of this policy may result in disciplinary action including revocation of access, termination of employment or contract, and legal action where applicable. Serious violations include data theft, malware introduction, and unauthorized data sharing.

Review and Maintenance

This policy shall be reviewed at least annually or upon significant changes to IT infrastructure, security requirements, or business operations.