

Policy for Protecting Confidential Information

Purpose:	<p>The purpose of this policy is to ensure the protection of confidential company information from loss or misuse. It refers to information which if lost or misused could adversely affect MSSSPL operations, employees, customers and other stakeholders. Such information may contain financial, operational, commercial or technical data, or may relate to customers or employee records, pay and benefits etc.</p> <p>This policy is intended to increase awareness of employees, outline roles and responsibilities within MSSSPL and establish processes to safeguard and protect confidential information.</p>
Scope and Applicability:	<p>This Policy is applicable to all employees whether on payrolls or contractual.</p> <p>This Policy comes into force on January 21, 2017 and replaces any previous version of the existing policy for Protecting Confidential Information.</p>
Philosophy:	<p>MSSSPL is responsible for establishing and maintaining guidelines for data, whether company related, or customer related or any other data that the company has been entrusted with, and ensure appropriate protection and control mechanism is in place at all times</p> <p>All employees are responsible for exercising appropriate care in dealing with and control of confidential information that is available in various forms like company correspondence, reports, files, drawings, photographs, films, and electronically recorded data or images.</p> <p>MSSSPL is committed to the highest levels of confidentiality and integrity and all employees are expected to show high level of objectivity, process adherence and sensitivity when dealing with information within and outside the organization.</p> <p><i>Bringing personal laptops, pen drives, external storage devices and Wi-Fi devices are strictly prohibited to be used without the approval of the Department Head and IT Head.</i></p> <p><i>For more clarity and details please refer to the Procedure document of this policy.</i></p>
Policy Review & Interpretation:	<ul style="list-style-type: none"> • The Apex Committee of MSSSPL, is responsible for the interpretation of the policy and its guidelines as per the defined clauses mentioned in this document and reserves the right to add, delete and modify any clause without prior notice. • This policy will be reviewed every year or earlier, as deemed fit by the Apex Committee. • The Apex Committee consists of 5 members - MD, CGO, CFO, CTO, CMO CEO(RINGS), COO and Sr VP HR