



## IT Policy for Ajmal Foundation

Effective Date: **01-Aug-2025**

### 1. Purpose

The purpose of this IT Policy is to establish guidelines for the proper use of information technology (IT) resources, including computers, laptops, printers, software, internet, and data management, to ensure security, efficiency, and accountability within Ajmal Foundation.

### 2. Scope

This policy applies to all employees, contractors, and third-party users who have access to Ajmal Foundation's IT infrastructure, devices, or data.

### 3. IT Asset Management

#### 3.1 Allocation & Transfer of IT Assets

- No employee is allowed to migrate, exchange, or transfer any PC, laptop, or printer without prior approval from the **HR & IT Department**.
- Any transition (reassignment, relocation, or disposal) of IT assets must be reported to **HR & IT Department**.
- All newly purchased IT assets (PCs, laptops, printers, etc.) must be registered with the **IT Department** before deployment.

#### 3.2 Software Installation & Updates

- Employees **must not** install any software (including personal applications) without approval from the IT Department.
- Only authorized software shall be used.

### 4. Data Security & Confidentiality

- Employees **must not** copy, transfer, or share any official data (documents, databases, emails, etc.) without permission from **HOD and HR/IT Department**.
- Sensitive data must be stored in designated secure locations (approved External HDD & Cloud storage).
- Unauthorized data leakage may result in disciplinary action.

### 5. Internet & Network Usage

- Misuse of internet (accessing inappropriate websites, excessive bandwidth consumption, streaming, or downloading unauthorized content) is strictly prohibited. E.g Movies, Torrent, Facebook etc.
- Personal use of the internet should be minimal and should not interfere with work productivity.

- **Departmental communication must be conducted via official domain emails only** (e.g., xyz@ajmalfoundation.co.in). Personal email services (Gmail, Yahoo, etc.) should not be used for official correspondence.

## 6. Accountability & Penalties for Misuse

- **Violation of this policy** (unauthorized software installation, data theft, misuse of IT assets, or internet abuse) will lead to disciplinary action, including:
  - Written warning
  - Suspension of IT access
  - Financial penalties (if applicable)
  - Termination of employment (in severe cases)
- Employees must report any suspicious IT activities or security breaches to the IT Department immediately.

## 7. Policy Compliance & Review

- All employees must acknowledge and comply with this IT Policy.
- The IT Department will conduct periodic audits to ensure compliance.
- This policy will be reviewed annually and updated as needed.

## 8. Contact Information

For any IT-related issues or policy clarifications, contact:

- **IT Department:**  
Ashraful Hussain, IT Executive  
Mob. 7002368995 Email- ashraful@ajmalfoundation.co.in
- **HR Department:**  
Mosrul Alam Chowdhury, Sr. HR Executive  
Mob. 9954366638 Email- hr@ajmalfoundation.co.in

**Approved By:** General Manger

This policy ensures secure, efficient, and responsible use of IT resources at Ajmal Foundation. Employees are expected to adhere to these guidelines to maintain a productive and secure work environment.

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