

“R.B.JAJU SECURITIES INDIA PVT. LTD.”

Remote Access Controls policy and procedures

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1. Purpose

The purpose of this policy is to define standards for connecting to **R.B.JAJU SECURITIES INDIA PVT.LTD.**'s network from any host. These standards are designed to minimize the potential exposure to **R.B.JAJU SECURITIES INDIA PVT.LTD.** from damages which may result from unauthorized use of **R.B.JAJU SECURITIES INDIA PVT.LTD.**'s resources.

2. Scope

This policy applies to all **R.B.JAJU SECURITIES INDIA PVT.LTD.** Employees, contractors, vendors and agents with a company's owned or personally-owned computer or workstation used to.

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and cable modems, etc.

3. Policy

General

- It is the responsibility of **R.B.JAJU SECURITIES INDIA PVT.LTD.** Employees, contractors, vendors and agents with remote access privileges to **R.B.JAJU SECURITIES INDIA PVT. LTD.**'s corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to **R.B.JAJU SECURITIES INDIA PVT.LTD.**
- General access to the Internet for recreational use by immediate household members through the **R.B.JAJU SECURITIES INDIA PVT.LTD.** Network on personal computers is permitted for employees that have flat-rate services. The **R.B.JAJU SECURITIES INDIA PVT. LTD.** employee is responsible to ensure the family member does not violate any **R.B.JAJU SECURITIES INDIA PVT.LTD.** Policies, does not perform illegal activities, and does not use the access for outside business interests. The **R.B.JAJU SECURITIES INDIA PVT. LTD.** employee bears responsibility for the consequences should the access be misused.
- More addition information on the Access rights is available in the Cyber Security Policy shared time to time via email.

Requirements

- Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases.
- At no time should any **R.B.JAJU SECURITIES INDIA PVT. LTD.** employees provide their login or email password to anyone, not even family members.
- **R.B.JAJU SECURITIES INDIA PVT. LTD.** employees and contractors with remote access privileges must ensure that their **R.B.JAJU SECURITIES INDIA PVT. LTD.**-owned or personal computer or workstation, which is remotely connected to **R.B.JAJU SECURITIES INDIA PVT.LTD.**'s corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

4. VPN Access Allotment and Removal

Submittal of the Request

Request for issuance / removal of the VPN ID are to be submitted via email by the HR team or the Head of the Department basis of the requirement.

Creation or Removal of the Access

Upon requests form the HOD / HR, IT team will provide or Remove the VPN Access and share the Confirmation back to the requester.

5. BYOD

Bring Your Own Device (BYOD) policy requires all employees to use business grade VPN service and valid antivirus protection for their devices. Employees using BYOD facility have to take authorization from the CISO before connecting their device into the company network. In general, permissions are not granted to employees for BYOD except under extraordinary circumstances.

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