Appropriate use of E-mail, Internet and other IT / Computing Resources

The Company has made and will continue to make investments in IT infrastructure to further electronic commerce mail and other related activities. In the process of migrating to an electronic environment it is important that all employees who use the electronic infrastructure like e-mails, Internet and other computing resources fully understand the use and responsibilities related to this medium of doing business.

The electronic revolution has not only changed the way we work but has also permeated into our homes and our personal lives. Therefore, employees must ensure that this infrastructure provided by the company is used purely for business purposes.

All information on the company's computer systems including electronic mail is a property of Amara Raja. The company will therefore inspect and disclose information available on the computer systems at any point of time to ensure that such information is being used as expected for the sole purpose of the company's business.

The following acts would constitute a serious breach of ethics and company's policy on this subject covered in the chapter.

- Sending and receiving offensive messages, data, pictures, videos etc which could hurt the sentiments and dignity of other employees in the company as well as the vendors, customers, suppliers of the company and the public in general.

- Employees who access sites on the Internet which could contain abusive and offensive material related to sex, race and religion and / or other protected categories render themselves open for immediate dismissal.

- Using the E-Mail and other electronic and communication infrastructure to intimidate, solicit, make suggestive proposals and harass employees of the opposite sex will merit immediate termination from the services of the company.