

RSR GLOBAL GENERAL E-Mail POLICY

RSR GLOBAL provides electronic information and communications systems to facilitate the companies' business needs and interests. These systems include individual computers, the computer network, electronic mail ("E-Mail"), voice mail, and access to the Internet (collectively, the "Systems").

E-Mail Usage

The usage of the E-Mail system is subject to the following:

E-Mail must be used in compliance with the Corporate Security Policy and associated Supplementary Information Security Policies. All access to electronic messages must be limited to properly authorized personnel.

Usage of the Email system is limited to business needs or any helpful messages. All emails must comply with RSR GLOBAL standards regarding decency and appropriate content.

Message content restrictions include: -

RSR GLOBAL information resources should not be used to transmit or receive statements that contain any material that is offensive, defamatory, or threatening to others.

The Systems should not be used to communicate statements, messages, or images consisting of pornographic material, ethnic slurs, racial epithets, or anything that may be construed as harassing, offensive, or insulting to others based on race, religion, national origin, color, marital status, citizenship status, age, disability, or physical appearance.

Any statements or comments made via email that could in any way be construed as an action of RSR GLOBAL must bear a disclaimer such as "These statements are solely my own opinion, and do not necessarily reflect the views of my employer." Even with this disclaimer, all practices regarding decency and appropriate conduct still apply.

Any use of email from the network is easily traceable to RSR GLOBAL. Personnel must conduct these activities with the reputation of RSR GLOBAL in mind. Staff must exercise the same care in drafting E-Mail as they would for any other written communication that bears the RSR GLOBAL name.

RSR GLOBAL E-Mail systems should not be used to produce or distribute "chain mail," operate a business, or make solicitations for personal gain, political or religious causes, or outside organizations. Users must not forward or otherwise propagate, to individuals or groups, chain letters, pyramid schemes, or any other types of data that may unnecessarily consume system resources or otherwise interfere with the work of others.

To maintain the security of RSR GLOBAL's email system, it is important to control access to the system. Users should not provide other unauthorized persons with their email ID and personal password. Users should not provide other unauthorized persons with their email ID and personal password information. Resources should not be used to transmit or receive statements that contain any material that is offensive, defamatory, or threatening to others.

Users must use only their own RSR GLOBAL official email account and must not allow anyone else to use their account. Impersonation is not permitted.

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Users must identify themselves by their real name; pseudonyms that are not readily attributable to actual users must not be allowed. Users must not represent themselves as another user.

Each user must take precautions to prevent unauthorized use of the E-Mail account. Forging of the header information in E-Mail (including source address, destination address, and timestamps) is not permitted. Users must not publish or distribute internal mailing lists to non-staff members.

RSR GLOBAL Systems should not be used to transmit or receive trade secrets, copyrighted materials, or proprietary or confidential information unless it is digitally signed and encrypted.

Any information regarded as confidential, including legal or contractual agreements, technical

Information related to RSR GLOBAL - **Name's** operations or security, etc., must not be communicated through email unless it is digitally signed and encrypted.

Users must not post network or server configuration information about any RSR GLOBAL machines to public newsgroups or mailing lists. This includes internal machine addresses, server names, server types, software version numbers, etc.

Under no circumstances is information received through unsecured Email to be considered private or secure. Description: Clear text information in transit may be vulnerable to interception. Secure communication through email can be ensured only by using encryption and digital signatures. Attachments from unknown or untrusted sources must not be opened. All email attachments, regardless of the source or content, must be scanned for viruses and other destructive programs before being opened or stored on any RSR GLOBAL computer system. Personnel must perform a virus scan on all material that is transmitted to other users via email before sending it.

Users must not send unsolicited bulk mail messages (also known as "junk mail" or "spam"). This practice includes, but is not limited to, bulk mailing of commercial advertising and religious or political tracts. Malicious E-Mail, including but not limited to "mail bombing," is prohibited.

Users must not execute or install any programs, upgrades, or patches that are received via E-Mail or downloaded from the Internet unless the Information Security Department approves it.

The Systems and all information contained in the systems (including computer files, email, and voice mail messages, Internet access logs, etc.) are RSR GLOBAL's property.

At any time, with or without notice, this information may be monitored, searched, reviewed, disclosed, or intercepted by RSR GLOBAL for any legitimate purpose, including the following:

- To monitor performance,
- Ensure compliance with RSR GLOBAL policies,
- Prevent misuse of the Systems, Troubleshoot hardware, and software
- problems,

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- Comply with legal and regulatory requests for information, and
- Investigate disclosure of confidential business, proprietary information, or conduct that may be illegal or adversely affect RSR GLOBAL or its associates.

RSR GLOBAL may also gain access to communications deleted from the Systems.

All distributed lists of Emails should not include an active link to an Internet website unless approved by the Information Security Department.

All distributed Lists and Emails must contain contact information for the recipients in case they want to ask questions or discuss any issues regarding the Email.

E-Mail Security Settings

RSR GLOBAL employees, personnel, or third-party contractors using RSR GLOBAL facilities should not modify the security parameters within the RSR GLOBAL Mail system. Users making unauthorized changes to the email security parameters violate this policy.

E-Mail Retention

Information (mail messages and attachments) on <Organization-Name>'s Email system must be backed up up and should be available for recovery for 7 days

E-Mail Attachments

All attachments to emails must be limited and compressed using file compression utilities before sending them. Attachments greater than 3MB are restricted by external gateways. Non-business-related email containing large file attachments, such as graphics and multimedia files, should not be sent via RSR. GLOBAL's E-Mail systems.

Internet Usage

Password Access Requirements

The password must meet <Organization-Name> password requirements as described in the Password Policy. The user must comply with the most restrictive of the password formats specified.

User Authorization & Verification

Each person who has log-in access to the Internet connection must have a unique User ID.

Requesting and Granting User Authorization

Each personnel requesting a User ID must provide written authorization from the head of their business unit.

Requests for an Internet connection must be accompanied by a justification for such access. The request must be authorized by the Users Manager.

An associate that requires only the inclusion of an electronic mail alias entry must establish authorization in the same manner as that described for a login user.

Legal

RSR GLOBAL must comply with all existing laws of the country regarding electronic commerce and the Internet.

Terms & Conditions

The access allowed shall only be used for official purposes; any inappropriate usage of the access shall be termed as a breach of the policy, and hence disciplinary actions may be initiated, which also includes termination of the agreement.

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Signed on 01.01.2026