Vardhman Textiles Limited (VTxL)

IT Awareness Policy

Document Attributes

Policy Document Number	IT Awareness Policy	
Policy Owner(s)		
Process Approvers		
Process Council		
Applicability	Vardhman Textiles Limited	
Review Frequency	As & When	
Version and Issue Date	Version 01.0	December 2024

Approval

Particulars	Process Owner(s)	Process Approver	Process Council	BPM Cell
Signature				
Name				
Designation				
Date				
Signature				
Name				
Designation				
Date				

Note: Management reserves the right to amend and/or discontinue the policy without prior intimation to employees. Authority to change any rule or guidelines, delegation of authority and policy exceptions included in this policy shall be restricted to Business Process Management Cell of the Company to which this policy is applicable.

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22.3.1. Introduction

The objective of this document is to lay out controls for Information Security awareness and training program for all users of Information technology system of Vardhman Textiles. This document shall also lay out controls for users (employees and appropriate third parties) about information risk, security, privacy and their related obligations.

Vardhman Textiles employees and appropriate third-parties are provided with Information Security trainings. All the employees and appropriate third-parties are adequately trained to perform their Information security related duties and responsibilities consistent with related policies, procedures, legal requirements, regulations, and agreements. To accomplish this, Vardhman Textiles has implemented an Information security awareness program that discusses common information security shortcomings that can be strengthened through individual action.

22.3.2. Purpose

Establishing and maintaining Information Security through an awareness program is vital to an organization's progress and success. A robust and properly implemented Information Security awareness program assists the organization with the education, monitoring, and ongoing maintenance of Information Security awareness within the organization.

The purpose of this policy is establish controls for any user who has access to Vardhman Textiles's information technology-based resources.

22.3.3. Scope

This policy applies to all employees; business owners, custodians, system administrators, software developers and users of information who are authorized to use IT facilities and applications provided by the company.

22.3.4. General Principles

a) An Information Security awareness program should ensure that all users achieve and maintain understanding of Information Security matters, such as general obligations as per Information Security policy, information security domain policies, standards, procedures, guidelines, laws, regulations, contractual terms plus generally held standards of ethics and acceptable behavior.

b) Additional training is appropriate for users with specific obligations towards Information Security that are not satisfied by basic trainings, for example Information Risk and Security Management, Security Administration, Site Security and IT/Network Operations personnel. Such training requirements must be identified in users' personal training plans and funded accordingly. The particular training requirements shall reflect users' relevant prior experience, training and/or professional qualifications, as well as anticipated job needs.

c) Information Security awareness session shall be included in the induction program and acknowledgement shall be obtained from user. The awareness activities should continue on a continuous/rolling basis thereafter in order to maintain a reasonably consistent level of awareness of current issues and challenges in this area.

d) Head of Information Security shall ensure review of the Information Security awareness program annually and appropriate updates are applied based on the findings of the annual reviews

e) Information Security team shall use all possible channels for providing training in order to fully utilize modern training technologies. The types of channels that may be used include:

- ➢ Class-room training sessions.
- ➢ Yearly question and answer sessions.
- ➢ The training channels may also be integrated with the organizations' regular activities like the following:
- ➢ Employee induction programs.
- ➢ Town Halls; and
- ➢ Security Moments" in meetings.

f) Some of the programs that may be implemented by the IT security lead for instilling security awareness are:

- **Security Awareness Week** – A week designated as "Security Awareness Week" may be announced and observed with every security awareness project possible. Such a week shall act as a focus point to initiate or enhance other projects and to raise employee awareness regarding the importance of information security.

- **Electronic Mail** – Bulletins addressing information security topics may be developed and may include descriptions of security incidents, possible impact of security breaches, and how an effective security posture can act as an enabler for business operations.

- **Posters** – Posters may be created with Information Security themes and posted at common meeting locations to heighten user awareness of security issues.

- **Screensavers** – The security awareness project team could develop screensavers to provide and improve information security awareness.

22.3.5. Escalation

1. In case of complaints related to the breach of this policy below escalation matrix shall be Followed:

Level	Escalated to	Mail Ids
Level 1	IT Security Manager	sanjaygoyal@vardhman.com
Level 2	CIO	rakeshmishra@vardhman.com

2. If any Employee is found guilty with this respect to Information Security Breach, there would be penal measures according to employment regulations for employees.

22.3.6. Process Flow

➢ When a new employee joins the organization, general orientation program is conducted for all the new joiners (up to E2 level) in which senior / IT head gives KT (knowledge transfer) about department functionality.

➢ HR department maintains the program sheet and get this sheet signed from all new joiners, which is periodically reviewed.

➢ All existing employees must attend mandatory IT Awareness training on annually basis.

➢ Annual review users completed IT Awareness training should be approved from HR and respective HOD of the departments

22.3.7. Forms and Templates

Sr. No.	Name	Document
1	User Acceptance terms for usage of IT resources	

22.3.8. Policy deviations

1. Any deviations/ exception to the policy guidelines shall be approved by the Chairman.

2. All such exceptional approvals shall be documented for future reference.

22.3.9.   Change Management

1.   Any changes in the policy shall be governed by the change management process.