



## Remote Work Location and Cybersecurity Policy for VivaJiva Pvt Ltd

**1. Purpose** This policy is designed to ensure that all VivaJiva Pvt Ltd employees working remotely adhere to the company's standards for a secure and efficient work environment, safeguarding company data, maintaining productivity, and complying with applicable laws and regulations regarding remote work.

**2. Scope** This policy applies to all employees of VivaJiva Pvt Ltd who are authorized to work remotely.

**3. Policy Statement** Employees are required to work from a pre-defined, secure location during designated work hours. The use of public Wi-Fi for work-related purposes is strictly prohibited to prevent unauthorized access to sensitive company information.

### 4. Work Location Requirements

- **Defined Location:** Employees must work from a location agreed upon with the HR department. This location should be conducive to productivity and free from distractions.
- **Change of Location:** Any change in the defined work location must be reported to and approved by the HR department at least 48 hours in advance. Approval will be based on the security and suitability of the new location.
- **Temporary Locations:** In cases where temporary relocation is necessary, employees must ensure that the temporary workspace meets the company's security standards.

### 5. Cybersecurity Requirements

- **Secure Connection:** Employees must use a secure, private Wi-Fi network for all work-related activities. The use of Virtual Private Networks (VPNs) provided by the company is mandatory when accessing the company network.
- **Public Wi-Fi:** Use of public Wi-Fi networks is prohibited during work hours. Should there be a critical need to access the internet publicly, employees must use a company-provided VPN to encrypt their data traffic.
- **Device Security:** All devices used for work must be secured with up-to-date antivirus software, firewalls, and strong passwords. Regular security updates and patches must be applied without delay.

### 6. Compliance

- **Monitoring and Audits:** VivaJiva Pvt Ltd reserves the right to monitor and audit remote work locations and practices periodically to ensure compliance with this policy.
- **Non-compliance:** Violations of this policy may result in disciplinary action, up to and including termination of employment.

## 7. Responsibilities

- **Employees** are responsible for ensuring their remote work environment is secure and for adhering to this policy.
- **HR Department** is responsible for approving remote work locations and ensuring that employees comply with all aspects of this policy. The HR department also serves the role of IT support, providing guidance on cybersecurity measures, including secure connections and the use of VPNs.

**8. Policy Review and Modification** This policy is subject to review and modification as necessary. Employees will be notified of any changes that affect their remote work arrangements.

By establishing these guidelines, VivaJiva Pvt Ltd aims to protect its assets and ensure that remote work is as secure and effective as in-office work.