



# *CODE OF CONDUCT*

**ALWAYS  
ON THE  
MOVE**



## Message from Chairman



To all employees, contractors, and business partners of SSRC Logistics,

The Board of Directors and senior management of SSRC Logistics are dedicated to upholding the highest ethical standards and integrity at both personal and corporate levels. To support this commitment, SSRC Logistics has implemented this Code of Conduct, which outlines essential principles, practices, and behaviour standards that must be followed by all employees, contractors, and business partners. This Code reflects the value the Directors place on the company's corporate image and culture.

The Board will regularly review the Code of Conduct to ensure it aligns with SSRC Logistics' corporate values, culture, and the expectations of our employees and the community. The Code offers guidance on principles and behaviour standards and serves as a reference for certain company procedures. All employees and contractors are expected to consistently adhere to the principles outlined in this Code and act in the best interests of the company.

*Pawan Choudhary*

Pawan Choudhary

**Chairperson & MD**

# Contents

## **1. Compliance with the SSRC Logistics Code of Conduct**

- a. Definitions
- b. Introduction
- c. Obligation
- d. Expectations of Employees
- e. Responsibilities of Supervisors and Managers
- f. Breaches of the Code
- g. Raising a concern about Business Conduct at SSRC Logistics

## **2. Corporate**

- a. Corporate Social Responsibilities
- b. Ethics
- c. Bribery and Corruption
- d. Service Quality
- e. Diversity and Discrimination
- f. Work Environment

## **3. Employees and Workplace**

- a. Occupation Safety and Health
- b. Fatigue Management
- c. Alcohol and Drugs
- d. Fleet/ Vehicle Standards
- e. Driver Training and Workshops
- f. Workers Compensation and Injury Management
- g. Work Hours
- h. Uniforms
- i. Personal Protective Equipment
- j. Smoke-Free Workplace
- k. Mobile Phones and Other Electronic Devices
- l. Personal Phone Calls
- m. Sickness Reporting
- n. Driver Behaviour

## **4. Protecting Assets, Resources and Information**

- a. Personal Information and Privacy
- b. Maintenance of Business Records
- c. SSRC Logistics Assets and Equipment

## **5. Information Technology & Communication Systems**

- a. Information Systems Security and Privacy
- b. Non-Work Related Information
- c. IT Equipment, Software and Company Apps
- d. Internet and Email Use

## 1. (A) Definition

**Code** – SSRC Logistics Code of Conduct comprising this document and all policies, plans and procedures referenced herein.

**Contractors** – Reference to Contractors shall encompass all contractors and suppliers, including independent contractors or carriers, also known as subcontractors or owner-drivers.

**Board** – The Board of Directors of SSRC Logistics. The list of the Directors of SSRC Logistics can be found on the Company's website [www.ssrc.co](http://www.ssrc.co)

**Company** – SSRC Logistics Pvt. Ltd. and all the other controlled entities under it

**Employees** – This term includes all direct SSRC Logistics employees, whether full-time, part-time, or casual, as well as third-party labour-hire personnel working directly for SSRC Logistics.

**Executive Committee** – SSRC Logistics' executive management steering committee that includes all the directors and the managers of the company.

## 1. (B) Introduction

This Code outlines the personal and professional conduct expected of all SSRC Logistics Directors, Employees, Contractors, suppliers, and business partners. While it cannot address every situation or detail every law, policy, or standard, it provides a guiding framework for making decisions that are practical, lawful, and ethical, safeguarding the interests of SSRC Logistics and its stakeholders. In cases where the Code may seem to conflict with applicable laws, standards, or policies, adherence to those laws, standards, and policies is required. However, where the Code sets a higher standard, compliance with the Code is expected.

## 1. (C) Obligation

All individuals associated with SSRC Logistics, including Directors, Employees, Contractors, suppliers, and business partners, are required to adhere to the Code of Conduct. It is essential for you to take reasonable measures to ensure that those under your supervision or direction, including Employees, Contractors,

suppliers, and other business associates, are informed about and follow the Code. Directors, managers, and supervisors have a duty to foster an environment that supports ethical and legal conduct and ensures consistent compliance with the Code.

## 1. (D) Expectation of Employees

- Work diligently and in the best interests of the Company, maintaining integrity and good faith.
- Act with honesty and adhere to all relevant local, national, and international laws.
- Safeguard and enhance the Company's business, reputation, values, and overall interests.
- Support the Company in operating ethically, following legal requirements, upholding corporate values, and avoiding conflicts of interest.
- Perform work in a manner that reduces environmental impact and ensures workplace safety.
- Treat all individuals with fairness, courtesy, respect, and consideration, and act with sensitivity and discretion in interactions with colleagues, customers, suppliers, and the community.
- Avoid and address any form of discrimination, bullying, harassment, or other inappropriate behaviour, and take steps to prevent or stop such actions if observed in others.
- Adhere to all relevant Company policies and procedures.
- Protect Company assets, resources, and information.
- Report any suspected misconduct or violations of the Code.

## 1. (E) Responsibilities of Supervisors and Managers

Supervisors and managers at SSRC Logistics are responsible for ensuring that their team members:

- Are informed about and comply with the provisions of the Code of Conduct.
- Clearly understand their roles, responsibilities, and entitlements as defined in the Code.
- Have access to SSRC Logistics policies, procedures, and other relevant documents through the intranet, internet, or in printed form.
- Are aware of their responsibilities, authorities, and entitlements as detailed in SSRC Logistics' policies and procedures.

Additionally, supervisors and managers must:

- Uphold the highest standards in their conduct and interactions, consistent with the Code of Conduct requirements.
- Address Employees' and Contractors' legitimate concerns and questions regarding business conduct or potential Code breaches promptly and thoroughly.

## 1. (F) Breaches of the Code

At SSRC Logistics, we have strong support from the Directors of the company for this Code, and we take adherence to it very seriously. Violating this Code may result in disciplinary action, which could include termination of employment or contract. If the breach involves a legal or regulatory violation, the issue may also be reported to the relevant law enforcement authorities.

## 1. (G) Raising a Concern about Business Conduct

Raising a concern about business conduct helps protect SSRC Logistics, its employees, and other stakeholders. If you believe that a decision, action, or practice is unethical, violates the Code of Conduct, or breaches the law, you have both the right and responsibility to raise the issue.

To raise a concern, you should:

- Report the issue to your supervisor or manager immediately, who will assist you in creating a report.
- If your supervisor or manager is unavailable, involved in the breach, or you feel uncomfortable approaching them, contact your Human Resources representative or their manager. Alternatively, you may reach out to a member of the Executive Committee if:
- You believe the breach is serious.
- You have concerns about reporting the issue.
- You are dissatisfied with the response to your report.

You may email the company managing director, Mr Pawan Choudhary at [pawan@ssrc.co](mailto:pawan@ssrc.co)

You will not face any repercussions for reporting a concern in good faith, provided your report is genuine. It is crucial to foster a culture where ethical concerns can be raised and discussed openly without fear of retaliation.

We will make every effort to keep your report confidential and protect your identity. However, in some cases, it may be necessary to disclose your identity and other details to thoroughly investigate the issue.

SSRC Logistics strictly prohibits any form of punishment, disciplinary action, or retaliation against anyone for reporting or assisting in the resolution of a legitimate business conduct concern.

## 2. (A) Corporate Social Responsibilities

At SSRC Logistics, we understand that our social, environmental, and ethical conduct significantly influences our reputation in the market and how our employees perceive us.

We are dedicated to implementing policies and systems across our company to ensure that we actively monitor and uphold all aspects of Corporate Social Responsibility (CSR) related to our business. This includes maintaining high ethical standards, prioritising the health and safety of our employees, and showing care for the environment and the communities we serve.

We are committed to respecting the fundamental rights of all individuals we interact with and will not engage in or support activities that contribute to human rights abuses. SSRC Logistics does not employ or condone forced, bonded, or child labour.

## 2. (B) Ethics

SSRC Logistics expects all business activities to be conducted in accordance with the highest ethical standards. We apply these standards in all our interactions with employees, customers, suppliers, legal authorities, and other stakeholders.

We are committed to competing fairly in every market where we operate, ensuring full compliance with all applicable competition laws and guidelines.

SSRC Logistics expects that all dealings with customers and consumers are conducted in good faith and with integrity. We are committed to complying with all applicable consumer protection and fair trading laws in every jurisdiction where we operate, including our obligations under Indian consumer laws.



## 2. (C) Bribery and Corruption

At SSRC Logistics, we recognize that our reputation for conducting business ethically and honestly is a fundamental company value that must be upheld and protected. The Board of SSRC Logistics has approved the SSRC Anti-Bribery and Anti-Corruption Policy, which addresses key areas including:

- Bribery and corruption
- Receiving gifts, entertainment, and favours
- Giving gifts, entertainment, and favours
- Facilitation payments
- Political and charitable contributions

SSRC Logistics adopts a strict "zero-tolerance" stance towards any acts of bribery and corruption by our employees or contractors. Beyond being morally wrong, bribery and corruption are criminal offences that put both SSRC Logistics and individuals at risk of prosecution, fines, and imprisonment.

If you believe or suspect that there has been, or may be, a conflict with or breach of the Anti-Bribery and Anti-Corruption policy, you must promptly inform your manager or a member of SSRC Logistics' Executive Committee.

## 2. (D) Service Quality

SSRC Logistics is dedicated to leading in quality management. Our quality objectives will be achieved by:

- Gaining a deep understanding of our customers' needs and requirements.
- Empowering our employees to take the necessary actions to meet and exceed customer expectations.
- Con: continuously improving our processes based on measurable objectives.

To ensure quality outcomes, SSRC Logistics has implemented a quality management system designed in accordance with the international standard ISO 9001. This system is applied through quality management plans tailored to each of our operational divisions.



Business managers and supervisors at SSRC Logistics are responsible for managing and implementing the quality management system within their respective units. They are also tasked with fostering a culture of continuous improvement throughout the company.

## 2. (E) Diversity and Discrimination

SSRC Logistics is dedicated to fostering diversity and equality across all areas and levels of our operations. We define diversity as the various attributes that differentiate individuals, such as gender, age, ethnicity, and cultural background.

We recognize that the strength of our business is rooted in understanding and valuing individual strengths and differences. SSRC Logistics is committed to creating an environment free from discrimination by engaging in open discussions with employees, contractors, customers, suppliers, and other stakeholders about perceptions of discrimination and ensuring our practices align with relevant legislation and best practices.

We are dedicated to providing equal opportunities to all current and prospective employees, without discrimination based on religion, disability, gender, age, marital status, sexual orientation, race, or ethnicity.

## 2. (F) Work Environment

At SSRC Logistics, our success is built on the strength of our team, as we primarily provide services to the marketplace. We strive to attract and retain top-tier talent, encouraging their contributions and supporting their personal and professional growth.

Our goal is to create a work environment that promotes collaboration and innovative practices that drive our company forward. To help employees reach their full potential, we provide continuous learning and development opportunities. Whenever possible, we prioritize promoting from within the organization.

SSRC Logistics is dedicated to fostering an inclusive workplace that offers equal opportunities for all current and prospective employees, contractors, customers, and suppliers. We do not tolerate harassment, intimidation, or unlawful discrimination of any kind.

We maintain a zero-tolerance policy toward sexual advances, bullying, hostility, abusive language, physical violence, or threats of violence in the workplace.

### 3. (A) Occupational Safety and Health

Ensuring a safe working environment for our employees is an absolute priority at SSRC Logistics. We are dedicated to eliminating workplace injuries and illnesses and providing a safe and healthy environment for employees, contractors, and visitors.

We strive to foster a culture where personal responsibility for safety and health is instinctive. Employees are required to identify and report any potential hazards. All reports are promptly assessed and addressed at the site level, with more serious issues escalated through the appropriate management channels up to the Director level if necessary.

Occupational Safety and Health (OSH) is a standing agenda item at our Board of Directors meetings. SSRC Logistics fully complies with all relevant safety and health legislation.

### 3. (B) Fatigue Management

Fatigue is a persistent state of extreme tiredness that can lead to mental and physical exhaustion, impairing a person's ability to function normally. It goes beyond just feeling tired or drowsy; it occurs when a person's physical or mental limits are pushed too far. At SSRC Logistics, we recognise the importance of managing fatigue to ensure the health and safety of our drivers and others on the road.

To address this, SSRC Logistics has implemented stringent rules for our drivers to monitor and manage fatigue levels. Our trucks are equipped with AI-powered

cameras that assess and detect signs of driver fatigue in real-time. Additionally, SSRC Logistics organizes de-stress camps for our drivers, providing them with opportunities to relax and recharge.

Understanding that commercial vehicle drivers are particularly susceptible to fatigue due to long hours on the road, SSRC Logistics has put in place a comprehensive Fatigue Management Plan. This plan ensures that all drivers are fit for duty and helps prevent incidents related to fatigue. SSRC Logistics is dedicated to maintaining a safe and healthy work environment by actively managing and reducing the risks associated with driver fatigue.

### 3. (C) Alcohol and Drugs

SSRC Logistics is dedicated to ensuring a safe and healthy working environment for all employees, contractors, and visitors by eliminating hazards related to the misuse of alcohol and drugs (including prescription and over-the-counter medications).

It is mandatory that all employees and contractors are free from the influence of alcohol or drugs during working hours. This policy applies to everyone working for or on behalf of SSRC Logistics or visiting an SSRC Logistics site. If an employee or contractor is taking medication or has a condition that may impact their ability to perform their work safely, they must inform their supervisor. Employees, contractors, or visitors may be required to undergo random, blanket, or "for cause" drug and alcohol testing.

If an employee or contractor tests positive or refuses to take a test, they will be suspended without pay until they are deemed fit for work, or their employment or contract may be terminated. In the event of a positive test, any subsequent testing to determine fitness for work will be at the individual's own expense.

SSRC Logistics acknowledges that alcohol and drug abuse are medical conditions that can be treated. We are committed to supporting any of our employees or contractors who seek help to overcome these issues.

### 3. (D) SSRC Fleet/ Vehicle Condition

At SSRC Logistics, we prioritise safety and strive to minimize environmental impact when securing vehicle standards. We employ a combination of handheld and/or in-vehicle monitoring systems equipped with GPS tracking for monitoring and communication purposes across our transport fleet. SSRC Logistics fleet is also fit with AI cameras; truck operators should ensure there is no tampering with the equipment or the wires.

Our goal is to maximize fuel efficiency and ensure that all vehicles in our fleet are equipped with the latest emission-reduction technologies. All vehicles must be kept clean and in excellent mechanical condition at all times. Vehicles should also display the appropriate SSRC Logistics branding and must not carry any signage that could be offensive to the public.

### 3. (E) Driver Training and Workshops

At SSRC Logistics, we understand that the skill and professionalism of our drivers are vital to our operations, which is why we are committed to providing comprehensive training and regular workshops. All new drivers undergo thorough training that covers safe driving practices, vehicle standards, regulatory compliance, and the proper use of in-vehicle monitoring systems.

Additionally, we conduct regular workshops and refresher courses to keep our drivers up to date on road safety regulations, advanced driving techniques, fuel efficient practices, and effective communication.

By investing in continuous training and development, SSRC Logistics ensures our drivers are equipped to deliver safe, efficient, and reliable service while upholding the highest standards of safety and environmental responsibility.

### 3. (F) Workers Compensation and Injury Management

SSRC Logistics is dedicated to helping injured workers return to work as soon as it is medically appropriate following a work-related incident.

We have a comprehensive Workers' Compensation and Injury Management Policy and procedures in place to support any SSRC Logistics employee who experiences a work-related injury or illness. Management fully supports the injury management process, understanding that its success depends on the active participation and cooperation of the injured worker. Whenever possible, we will arrange suitable duties that take into account the worker's medical restrictions.

At SSRC Logistics, we believe it is standard practice for employees to return to meaningful and productive employment as soon as possible after a work-related injury.

Our workers' compensation insurance provides injured workers with payments to cover loss of earning capacity and reasonable medical and vocational rehabilitation expenses, as needed, to help them stay in or return to gainful employment.

### 3. (G) Work Hours and Leave Policy

#### **Standard Working Hours:**

- Employees are required to adhere to a standard working schedule of 8 hours each day, from 9:00 AM to 6:00 PM. A one-hour break for lunch is included within this timeframe.
- All Employees should ensure they use the SSRC Employee app to punch in and punch out their entry and exit time from any of the Company offices. **Overtime:**

- Employees have the flexibility to work beyond the standard hours if they choose, depending on their personal workload and preferences.
- Overtime work should be communicated and approved as per company procedures.

#### **Work Week:**

- The standard workweek at SSRC Logistics runs from Monday through Saturday.
- Sundays are designated as a non-working day, unless otherwise specified by management due to operational needs. **Paid Leave Entitlement:**

- Employees are allocated 30 paid leave days per calendar year.
- Leave requests should be submitted in advance and approved by the relevant supervisor or HR. **Maternity Leave:**

- Female employees are entitled to 3 months of paid maternity leave. This leave can be taken before or after the delivery, as per the employee's preference and medical advice.

### **Special Leave:**

- In addition to standard leave, employees may receive paid leave for special circumstances, including but not limited to medical emergencies, marriage, and other significant personal events. Requests for special leave should be supported by appropriate documentation and submitted in a timely manner to ensure adequate coverage.

### **Leave Approval Process:**

- All leave requests must be formally submitted through the company's leave management system via the SSRC Employee App or should be emailed to the HR department. Approval is subject to departmental requirements and managerial discretion.

### **Compliance:**

- Adherence to these policies is crucial for maintaining operational efficiency and employee satisfaction.
- Any deviations or requests for exceptions should be discussed with and approved by the employee's supervisor or the HR department.

## **3. (H) Uniforms**

All employees and drivers at SSRC Logistics are provided with uniforms. It is mandatory to wear your uniform for all official meetings. Failure to adhere to this policy will result in a salary deduction due to the failure to properly represent the company. Uniforms are issued to ensure security, enhance the company's image and reputation, and incorporate high-visibility elements for safety purposes. If you have been issued a uniform, you are required to:

- Wear the uniform at all times while performing duties on behalf of the company.
- Ensure that the SSRC Logistics logo is prominently displayed on the uniform.
- Maintain your uniform in pristine and clean condition.

### 3. (I) Personal Protective Equipment

In alignment with SSRC Logistics' hazard management practices, it is mandatory for Employees, Contractors, and visitors to wear Personal protective equipment (PPE) whenever required at our facilities. Detailed procedures outlining when and where PPE is necessary, as well as the specific types of PPE to be used, are established by SSRC Logistics.

We also provide comprehensive training and guidance on the correct use and upkeep of PPE to ensure that all personnel are adequately protected. It is the responsibility of Employees and their supervisors to maintain PPE in proper condition for effective use. Any PPE that is damaged or defective should be repaired or discarded following the manufacturer's guidelines.

### 3. (J) Smoke Free Workplace

SSRC Logistics is dedicated to ensuring a safe and healthy environment for all employees, contractors, and visitors. In response to concerns about smoking and second-hand smoke, SSRC Logistics has adopted a smoke-free workplace policy to reduce exposure to tobacco smoke and minimise risks for everyone.

Smoking is strictly forbidden in the following areas and situations:

- Company-owned vehicles
- Personal vehicles used for company business when a SSRC Logistics employee or contractor is present, or when the vehicle is on company property
- Company premises, except in designated smoking areas if available
- Client premises, except in designated smoking areas if available
- During work hours; additional breaks for smoking are not allowed

This policy applies to all employees, contractors, and visitors of SSRC Logistics.

### 3. (K) Mobile Phones and Other Electronic Devices

SSRC Logistics has established guidelines for the use of mobile devices (phones, PDAs, iPads, etc.) for both voice and data communications:



- Mobile devices are provided to Employees and Contractors based on business needs only. SSRC Logistics retains the right to seek reimbursement for any personal or excessive use.
- Only authorised personnel are allowed to use mobile devices at work sites where mobile machinery and vehicles are operating. Usage is permitted only when in a safe location away from the active equipment.
- Mobile devices must not be used for illegal or inappropriate activities, including bullying, harassment, discrimination, or any actions that contravene SSRC Logistics' Diversity Policy.
  - All mobile devices issued to Employees and Contractors must be kept in good condition. Report any damage or faults to your manager or supervisor. Upon leaving SSRC Logistics, return all mobile devices and accessories, including chargers, to your manager.
- Minimize the use of personal mobile phones during work hours to avoid disrupting work processes or distracting other employees.
- The company holds all the rights to retain the SIM card and the phone numbers that the company has provided to its employees and contractors.
- When driving, employees must comply with all the traffic rules, and the usage of mobile devices must comply with all the Indian Road Traffic rules and regulations.

### 3. (L) Personal Phone Calls

SSRC Logistics understands that occasional personal phone calls may be necessary. We ask that employees limit both the frequency and length of these calls as much as possible.

### 3. (M) Sickness Reporting

If an employee is unable to attend work due to illness, they must notify their supervisor as soon as possible. Informing a colleague or leaving a message with one is not considered acceptable. To qualify for paid sick leave, a medical certificate is required if the employee is ill for two or more consecutive days or if the absence falls immediately before or after a weekend, public holiday, or scheduled annual leave. The employee may also apply for paid sickness leave through the employee app or by a formal email to the HR department.

### 3. (N) Driver Behaviour

Driver refers to SSRC Logistics employees assigned to operate a company-owned vehicle or those who drive such a vehicle as part of their job, as well as contractors performing delivery or driving-related tasks for SSRC Logistics.

As a Driver, you are expected to:

- Adhere to all legal regulations while performing your driving duties.
- Maintain a valid driver's license appropriate for the vehicle class you are operating. Any suspension or revocation of this license will be considered a failure to fulfil your job responsibilities.
- If involved in delivery services, ensure that all deliveries are completed according to industry best practices.
- Wear the provided uniform at all times (additional clothing may be worn as long as it does not display the identification or logo of another transportation company or organisation).
- Carry your issued ID badge at all times if you have been provided one.

Drivers must consistently show respect towards fellow employees, contractors, customers, and other road users. Aggressive or offensive behaviour is strictly prohibited.

## 4. (A) Personal Information and Privacy

At SSRC Logistics, we are dedicated to protecting the confidentiality and security of all information we handle involving Employees, Contractors, customers, suppliers, and other third parties. This information may include personal, technical, strategic, financial details, commercial arrangements, or intellectual property.

- All information must remain confidential and be used only for its intended purpose.
- Employees should only share this information with individuals who need it to perform their job duties.   ▪ Employees are prohibited from using or misusing this information for personal gain or to benefit others.
- Information must be secured and stored in a manner that ensures appropriate protection.
- The obligation to safeguard this information continues even after leaving SSRC Logistics.

For questions about SSRC Logistics' privacy practices or concerns regarding your personal information, please reach out to any manager or supervisor.

## 4. (B) Maintenance of Business Records

Employees are responsible for accurately and diligently maintaining all records related to SSRC Logistics' business and operations. These records include, but are not limited to:

- Correspondence, memoranda, reports, emails, and file notes
- Internal audit reports
- Challans, Manifest, Load Receipts
- Billings Receives
- Vouchers
- Risk assessments
- Safety documentation, Insurance policies
- Journey management documentation
- Vehicle maintenance records ▪ Other Important Documents Employees must:
- Ensure that all written communications are professional and free from content that could damage our reputation if disclosed publicly
- Organise and file all records in a logical manner for easy retrieval
- Keep electronic records in a logical order and ensure they are regularly backed up
- Place all relevant records into long-term storage with SSRC Logistics Records Management
  - Maintain a register of records stored in long-term storage

Records should be stored and maintained so that they are easily accessible and protected from damage, deterioration, or loss. All records must be kept for a minimum of two years, or for longer periods if required by statutory regulations.

## 4. (C) Company's Assets and Equipment

Employees and Contractors are tasked with safeguarding all SSRC Logistics assets and equipment entrusted to them. This includes, but is not limited to:

- Company vehicles, such as cars and trucks
- Materials handling equipment, including forklifts
- Office technology, including laptops and desktop computers
- Mobile devices, such as phones, iPads, PDAs, scanners, and other handheld gadgets ▪ Machinery
- Storage racks
- All other assets owned by the Company

It is the responsibility of Employees and Contractors to ensure proper care of these assets and equipment. They must be used solely for their designated purposes and according to established operating procedures. All reasonable measures should be taken to protect SSRC assets and equipment from theft or damage.

## 5. (A) Information Systems Security and Privacy

SSRC Logistics has established policies and procedures that govern the proper use of our information technology and communication systems, collectively referred to as the SSRC IT Environment. This environment encompasses all computer and communication systems at SSRC, including hardware, software, networks, infrastructure, and the data they contain, whether on mobile or fixed equipment.

In this context, "Users" refers to employees, contractors, or any individuals with access to or use of any part of the SSRC IT Environment. The following points outline the primary requirements and expectations for Users regarding the use of SSRC's IT Environment.

All information within or transmitted through SSRC Logistics' IT environment is considered a company asset (SSRC Information). SSRC Logistics is committed to safeguarding this information from unauthorized access, disclosure, duplication, alteration, diversion, destruction, loss, misuse, or theft, and to ensure that information from third parties is protected similarly and in line with relevant agreements.

Users of SSRC Logistics' IT environment must adhere to the following guidelines:

- Keep passwords confidential and do not share them with others.
- Do not use another individual's login credentials to access SSRC's IT environment.
- Access or use SSRC Information solely for work-related purposes.
- Avoid unauthorised disclosure, distribution, diversion, or the use of SSRC Information.
- Do not make unauthorised copies of SSRC Information, whether in paper or electronic form.
- Do not remove SSRC Information from company premises unless required for a specific task and authorized by management.
- Take all reasonable measures to prevent unauthorised destruction, deletion, or modification of SSRC Information.

- When possible, store important SSRC Information on company servers rather than on personal workstations or laptops.
- Regularly back up any SSRC Information stored locally on workstations or laptops.

## 5. (B) Non-Work Related Information

SSRC Logistics retains the authority to block, remove, or otherwise terminate the transmission of any information that is not permanent to work or is deemed inappropriate within our computer networks and communication systems. This includes any content that does not align with our professional standards or is considered irrelevant to our operational objectives.

We are committed to maintaining a focused and respectful work environment, and as such, any non-work-related or unsuitable material may be addressed promptly. This policy ensures that our communication channels remain efficient and conducive to our business activities.

## 5. (C) IT Equipment, Software and Company Apps

SSRC Logistics provides IT equipment, including PCs, laptops, tablets, and scanners, to support Employees and Contractors in effectively carrying out their responsibilities. The following rules govern the use of SSRC Logistics IT equipment:

- **Modification Restrictions:** Users must not alter or modify IT equipment, including system parameters or settings.
- **Equipment Management:** Users are prohibited from attaching or detaching any equipment or accessories without prior approval from SSRC Logistics IT staff.
- **Authorised Software and Apps:** Only software and apps provided or authorised by SSRC Logistics IT department may be used. Users should not install any new software or apps unless directed by IT staff.
- **Restrictions on Personal Devices:** Users are forbidden from installing SSRC Logistics software on personal devices unless specifically permitted by IT management.
- **App Usage:** Employees must use only the official SSRC Logistics apps for work-related tasks. Personal use of these apps should be limited to ensure security and compliance.
- **App Security:** Users must follow all security protocols related to SSRC Logistics apps, including regular updates and password protections, to safeguard sensitive information.
- **Reporting Issues:** Any issues or anomalies with the SSRC Logistics apps should be promptly reported to the IT department for resolution.

## 5. (D) Internet and Email Use

SSRC Logistics provides internet and email facilities within its IT environment for the following work-related purposes:

- To communicate with colleagues, contractors, clients, potential clients, suppliers, and potential suppliers regarding tasks within an employee's job responsibilities.
- To obtain information pertinent to tasks that fall within an employee's job duties.
- To support the execution of any approved tasks or projects, as directed by the employee's manager or supervisor.

The use of the internet and email must be restricted to work-related activities during company time. This specifically excludes personal use of social networking sites (such as Facebook and Twitter), sending or spreading chain letters, gambling, or accessing or distributing pornographic content.

Employees must not use online forums (including social networking sites and blogs) to make negative comments about SSRC Logistics, its products, services, employees, or contractors, whether during or outside of work hours. Since email is not a secure communication method and may be accessed by individuals other than the intended recipients, all email correspondence should be professional in tone and content, as it reflects on the company as a whole.





[WWW.SSRC.CO](http://WWW.SSRC.CO)