



INODAYA Hospitals - Kakinada

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Policy on Internet usage & guidelines

Prepared date: 11/11/2025

Reference: IMS.5. e. NABH Standards – 6th Edition

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Policy on Internet usage & guidelines

With the advancement in technology, the Internet has become a powerful resource which helps you do your job efficiently and effectively. The Internet is largely unregulated and uncensored, and therefore it becomes imperative for the organization to specify the appropriate Internet usage guidelines for the employees.

Please find below the gist of the 'Information Access and Internet Usage Policy'. We request your adherence to these guidelines.

Internet/Email Usage Guidelines include:

Professionalism: The employee uses the Internet as a representative of the organisation and must therefore maintain the highest degree of professionalism at all times. The following are some examples of unacceptable activities:

- Accessing company information that is not within the scope of one's work.
- Sharing patient information, or other confidential material or proprietary information related to the company outside of the organisation.
- Sharing, downloading, using or accessing any file, email or internet material that is obscene, offensive or inappropriate, violates copyrights or other Intellectual property rights, causes intentional harassment or harm to another individual or organization.
- Copying, pirating, or downloading software and electronic files without permission.
- Using the organisation's networking services, resources or facilities for any purposes that violate existing laws, regulations, policies or procedures.

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Information Access, Distribution and Usage:

All data and information transacted by employees or authorized representatives of the organization is the sole property of the organization. The information and data cannot be shared, copied, transmitted or printed unless authorized and or deemed as part of the business operations of the organization's goals. Permission must be obtained from the IT Department before downloading and installing executable files (programs) on your computer/laptop. The distribution of business-related data and files must be pre-approved by the supervisor.

Activities that disrupt or congest the organisation's network are prohibited. This includes the use of push technologies such as Microsoft's Subscription Services, MP3 and MPEG files and the PointCast Network.

Monitoring of Internet Activities:

The organisation retains the right to monitor employee activities.

Compliance: Failure to follow the Information Access and Internet Usage Policy will be grounds for disciplinary action, which may include reprimand, loss of Internet access, suspension, termination, or legal prosecution. If the company finds that an employee is involved in any unacceptable activities the company shall take such action against the concerned employee as it deems fit.

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