



# Ethics for using our IT & Electronic Communications

[www.steadfastconsultants.in](http://www.steadfastconsultants.in)



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### Responsibility of each employee

- You must not conduct your personal business activities using Company's IT or communication facilities, or support others to do so.
- You must only use approved internet-based services (whether commercial, consumer or free-to-use) to store, process or share business information as defined in the Company policy.
- You must also play your part in protecting company's shared assets – such as a photocopier or a building. Although you are not personally accountable or liable for these, you should help to look after them and, if someone else is putting them at risk or using them inappropriately, intervene or report the matter.
- You must identify the privacy risks before collecting, using, retaining or disclosing personal data, such as in an IT system, project or marketing initiative.
- You must use company's brands and trademarks appropriately. You must not misuse confidential information of a 3rd party.
- If you notice that a third party is infringing or misusing Company IP rights, for example by passing on documents containing confidential information, it is the duty of that person to speak up.
- You must not engage with the media on behalf of the company without disclosure clearance from the Managing Partner.
- You must not use personal social media accounts for disclosing confidential business information or other business purposes.

## India Office Locations

- Hyderabad** Suite 5, Level 3, Reliance Cyber Ville, Madhapur, HiTech City, Hyderabad - 500081
- Delhi** C-699A, 1st Floor, Sector 7, Palam Extn., Dwarka, New Delhi, Delhi - 110075
- Mumbai** Flat No. 3, Plot No. 226/227, Slon East, Mumbai - 400022
- Chennai** New No. 13B, New Bangaru Colony first street, KK Nagar West, Chennai - 600078
- Bangalore** 90/1, 3rd Floor, Pasha South Square, Rathavilas Road, Basavangudi Bangalore - 560004
- Vizag** Level 3, Kupilli Arcade, Akkayyapalem, Visakhapatnam 530016, Andhra Pradesh
- Vijayawada** 56-11-3, Sri Devi Complex, Y.V.R Street, MG Road, Patamata, Vijayawada, Andhra Pradesh
- Tirupati** H. No: 6-154/1, Syamala Nilayam, Near Water Tank, Akkarampalli, Tirupathi, Andhra Pradesh
- Kurnool** #21, Top Floor, Skandanshi Vyapaar, New Bus Stand Road, Kurnool 518 003, Andhra Pradesh



2103, Bayswater Tower,  
Business Bay,  
Dubai, UAE



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Suite A in the City of Dover,  
Delaware, USA - 19901



30 Cecil Street,  
#19-08 Prudential Tower,  
Singapore - 049712