



## Ethics for using our IT & Electronic Communications

Nangia Andersen India Pvt. Ltd.

A member firm of **ANDERSEN GLOBAL** 

# Ethics for using our IT & Electronic Communications

## 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 3<sup>rd</sup> 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.

# Our Offices

## **NOIDA**

(Delhi NCR - Corporate Office)  
A-109, Sector 136,  
Noida - 201304  
T: +91 120 5123000

## **DELHI**

(Registered Office)  
B-27, Soami Nagar,  
New Delhi-110017, India  
T: +91 120 5123000

## **GURUGRAM**

812-814, Tower B, Emaar Digital  
Greens Sector 61  
Gurugram, Haryana, 122102  
T: +0124-4301551/1552/1554

## **MUMBAI**

11<sup>th</sup> Floor, B Wing, Peninsula  
Business Park, Ganpatrao Kadam  
Marg, Lower Parel,  
Mumbai 400013, India  
T: +91 22 61737000

## **BENGALURU**

Embassy Square, #306, 3rd Floor, 148  
Infantry Road Bengaluru,  
Karnataka 560001  
+91 80 2228 0999.

## **PUNE**

3<sup>rd</sup> Floor, Park Plaza,  
CTS 1085, Ganeshkhind Road, Next to  
Pune Central Mall,  
Shivajinagar, Pune - 411005

## **CHENNAI**

Prestige Palladium Bayan, Level 5, 129-  
140, Greams Road, Thousand Lights,  
Chennai - 600006 T: + 91 44 4654 9201

## **DEHRADUN**

First Floor, "IDA" 46 E. C. Road,  
Dehradun - 248001, Uttarakhand.  
T: +91 135 271 6300/301/302/303





*We expect everyone who works at Nangia Andersen India Pvt. Ltd. to behave in accordance with the principles contained in the Code of Conduct. If you do not understand the principles contained within the Code, or are you not sure how to apply them, you should consult with an appropriately qualified colleague to get your questions answered.*