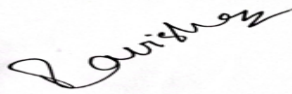


TASKEEN HEALTH INITIATIVE
USE OF ORGANIZATION RESOURCE POLICY

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Reviewed by:
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Date: 12th July, 2022

Approved by:
COO / CEO



Date: 12th July, 2022

PURPOSE

The purpose of this policy is to ensure that all resources provided and maintained by Taskeen are kept in the best possible working condition and are utilized in an appropriate manner.

USE OF ORGANIZATION RESOURCE POLICY

POLICY STATEMENT

This policy places an obligation on the employee to ensure the Taskeen equipment they are entrusted with is properly looked after and securely stored and it prohibits them from using the office equipment for personal purposes. It also requires the employee to return office equipment when demanded by the Taskeen management. Finally, it holds the employee responsible for any loss, theft or damage which is due to their negligence or deliberate or reckless act or omission. The employee will not only face potential disciplinary action but may be required to reimburse Taskeen for repair or replacement costs where applicable.

SCOPE OF THE POLICY

“RESOURCE” as the term is used in this policy, is defined as any piece of equipment, furniture, vehicle, computer system, cameras, building, which is either procured by or donated to Taskeen.

USE OF OFFICE EQUIPMENT

- All Company resources – including desks, storage areas, work areas, lockers, file cabinets, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, copying machines and vehicles – must be used properly and maintained in good working order. Employees who lose, steal, misuse, or damage Company resources may be held personally liable for replacing or repairing the item.
- Any equipment issued to the employee will be documented through a receipt issued by HR and duly signed by the concerned employee. This will be maintained as part of the employee record. Clearance form/email will have to be submitted to the HR department upon termination or resignation from the organization before clearance of all dues of the employee.
- The receipt form will also confirm the consent of the concerned employee to a sum equal to the market value of the equipment (or the reasonable cost of repair) to be deducted from employee’s wages should it be lost, stolen or damaged due to their negligence or deliberate or reckless act or omission or should they fail to return it either when demanded or in the event of termination of their employment.
- The Company reserves the right, at all times, and without further notice, to inspect and search all Company resources for the purpose of determining whether this policy or any other policy of the Company has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.
- Whether information is entered or sent during or outside of working time, employees have no right of privacy as to any information or file maintained in or on Company property or transmitted or stored through Company computer systems, mobiles, voice mail, e-mail or other technical resources. If, during the course of your employment, you perform or transmit work on Company computer systems or other technical resources, your work may

be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Company.

- Employees should use the computer systems only for business purposes. Using e-mail or the Internet for personal, non-business, purposes is prohibited during working time.
- Unauthorized review, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other property of the Company, or improper use of information obtained by unauthorized means, will not be tolerated.
- Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.
- All computers and the data stored on them are and remain at all times the property of the Company. As such, all messages created, sent or retrieved over the Internet or the Company's electronic mail system are the property of the Company, and should be considered public information. The Company reserves the right to retrieve and read any message composed, sent or received on the Company's computer equipment and electronic mail system.
- Employees should be aware that, even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are public communication and are not private.
- Furthermore, all communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of, or notice to, the sender or the receiver.

UNACCEPTABLE USE OF THE INTERNET

- In addition to the requirements stated above, use of the Internet must not disrupt the operation of the Company network or the networks of other users, and must not interfere with the productivity of any employee. Copyrighted materials belonging to entities other than this Company may not be transmitted by employees on the Internet. Employees are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs.

USE AND DISSEMINATION OF TASKEEN INFORMATION

“Information,” as the term is used in this policy, includes without limitation any information owned or used by TASKEEN, such as:

- Any Taskeen employee, patients or client lists.
- Any Taskeen database information, including addresses and telephone numbers.
- Any information from Taskeen employee personnel files, including employee addresses, mobile numbers, employment status and wage history.
- Any photographs, videotapes and sound clips of any Taskeen employee, customer or client.

Only those employees who are authorized by Taskeen or whose job description permits them to do so, may speak on behalf of Taskeen. No employee may knowingly dispense such information to any outside party unless authorization has been granted. This could include other employees who do not have the right to know such information. Any breach will be considered a violation of Taskeen policy concerning confidentiality, and it may constitute a violation of law.

EMPLOYEE RESPONSIBILITIES

- If the employee works remotely and takes any equipment outside the office, it is employee's responsibility to look after it properly, as they would in the office premises.
- Each employee is responsible for the content of all text, audio or images that they place or send over the Internet.
- To prevent computer viruses from being transmitted through the system, employees are not authorized to download any software onto their computer or any drive in that computer.
- Employees interested in obtaining software from the Internet should contact the concerned person from the management.
- Upon resignation, employees are expected to hand over all issued office equipment and submit a signed clearance form to process their smooth exit.

VIOLATIONS:

Any employee who is found to have neglected or misused Taskeen resources will be subject to disciplinary action up to and including termination. If an employee's misuse of Taskeen resources damages the property, Taskeen reserves the right to require the employee to pay all the cost to repair or replace the property. Misappropriation of Taskeen resources is grounds for immediate termination and possible criminal action.

