

1. EMAIL POLICY

All employees who use the email system of ITIHADI INFRA are required to comply with this policy statement.

1.1 Business Use

The email system is to be used solely for business purposes of ITIHADI INFRA and not for personal purposes of the employees. Only Microsoft Office Outlook will be activated for email systems. Web access and other mails such as hotmail, webmail, gmail access will be stopped from official PCs to protect the viruses and wasting of official time.

1.2 Ownership

All information and messages that are created, sent, received or stored on the email system of ITIHADI INFRA is the sole property of the Company.

1.3 Email Review

All emails are subject to the right of ITIHADI INFRA to monitor, access, read, disclose and use such email without prior notice to the originators and recipients of such email. Emails may be monitored and read by authorized personnel of ITIHADI INFRA for any violations of law, breaches of Company policies, communications harmful to the Company, or for any other reason.

1.4 Prohibited Content

Emails may not contain statements or content which are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.

1.5 Security

The email system is only to be used by authorized persons, and all ITIHADI INFRA employees are issued an email password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone else's code or password without written authorization from the Company.

All employees are directed to submit their ID and password to the IT Admin Department since the IT Admin Department will be in control of IT Admin status and the user only.

1.6 No Presumption of Privacy

Email communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.

1.7 Certain Prohibited Activities

Employees may not, without the Company's written authorization transmit trade secrets or other confidential, private or proprietary information or materials through email.

1.8 Message Retention and Creation

Employees should be careful in creating email. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, the Company may be required to produce email in litigation.

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1.9 Viruses

Any files downloaded from email received from non-Company sources must be scanned with the Company's virus detection software. Any viruses, tampering or system problems should be immediately reported to the IT Department.

1.10 Consequences of Violations

Violations of this policy or other company policies may result in discipline, suspension and even termination of employment.

1.11 Fixed Rule

- Employees sending any mails information outside of the Company shall only in official procedure.
- All the outside / client / vender mails shall be copied to their immediate supervisor or bosses
- Any employee who wishes to use web / internet for certain purposes can request the IT Administrator in writing through the WEB UTILIZATION REQUEST FORM.
- Employees can avail the facility of personal utilization of the internet after usual office timings. The sites will be barred from access from the IT Department during office hours.
- All employees are advised to make hard copies of emails correspondence for future reference and save employee work in case of computer crashes.

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