



NRB Bearings Limited is dedicated to safeguarding the privacy and confidentiality of the data entrusted to us. This encompasses both the information provided by our employees and the data received from our customers, suppliers, and other external parties involved in our business transactions.

The Company adheres to all relevant data protection and privacy regulations. We jointly hold the responsibility for safeguarding the privacy and security of all personal information that is collected, stored, processed, transmitted, shared, or disposed of.

The information shared by the candidate during the screening, selection and onboarding process including but not limited to the information in application form, personal details, medical health check-up records, bank information for payroll purpose etc. The said information is collected with consent of the individuals. During the course of employment, this information may be shared with our partners - such as payroll partners for remunerations, government agencies for statutory requirements, medical insurance providers (including dependant's information) for employee benefits, ID card vendors, and ERP partners etc. or similar service providers engaged for business purposes. All the information shared with service providers are protected by a Non-Disclosure Agreements.

Employees are advised to refrain from sharing personal information with individuals who do not have a legitimate business requirement to know such details. It is equally important to ensure that personal information, including performance management documents, salary information, expense reports, or medical records, is never left unsecured on a desktop, smartphone, or any accessible location.

Electronic Communications Systems and Expectations of Privacy

Our electronic communication systems play a vital role in facilitating efficient and productive work.

These systems encompass various tools and platforms, including –

Computers	Wikis	Cellular phones
Electronic mail	Social networking sites	Voice mail
Instant messaging	File transfers	Audio and Video teleconferencing
Internet	Electronic data interchange	Pagers
Intranet	Interactive sites	Personal data assistants
Blogs	Facsimile (fax)	Telephone systems



DATA PRIVACY POLICY

We are dedicated to utilizing these systems in a professional and suitable manner aligned with our job responsibilities. The electronic communications systems, along with the data and information they hold, are the property of the company. It is essential that when utilizing these systems, we adhere to our Standards of Business Ethics. This entails treating individuals with dignity and respect, while also ensuring that our actions avoid any appearance of impropriety.

We acknowledge that there may be instances where an employee needs to contact a family member or personal contact while at work. We permit reasonable personal use of our company's electronic communications systems. However, it is important to ensure that such usage does not disrupt company operations, involve personal business activities, or violate any company policies.

Social media platforms, such as social networking sites, blogs, wikis, chat rooms, and forums, can sometimes blur the boundaries between personal and professional activities. It is crucial to ensure that our personal engagement on social media does not pose any risks to the reputation of our company, and we must be cautious in safeguarding proprietary or confidential information. Additionally, it is imperative to refrain from using social media platforms to defame or harass fellow associates, customers, suppliers, competitors, or any other individuals involved in our business interactions. It is important to note that information exchanged through our company's electronic communications systems is not confidential, as these resources may be subject to monitoring to ensure appropriate usage. Additionally, NRB retains the authority to limit access to specific websites and regulate the transmission of emails or files through access control and authorization measures.

Amendment Record:

Revision no.	Revision Date	Details of Change	Approved By