

DEPARTMENT	OEC-ADM-AU-P-01	ISSUE DATE	REVISION #
ADMIN	ACCEPTABLE USAGE OF ASSETS POLICY	2016-09-21	0.0
			PAGES
			1 of 3

PURPOSE

The purpose of this policy is to specify the acceptable usage of various assets, equipments, Medias, application related to Information Security.

SCOPE

The procedure applies to all OEC employees regardless of length of service.

REFERENCE

ADMIN – Administration Department
HOD-Head of Department
IT-Information Technology
ISMS/Concern Manager

RESPONSIBILITY

Reporting Manager
Head of Department
ISMS/Concern Manager
Information Technology

Rules & Guidelines

Acceptable Usage Policy

Equipments and resources

- Any equipment allocated to an employee will be sole responsibility of the employee.
- Employee must not grant privileges to other employee. Any employee granting privileges of equipment, resources assigned to him, will be held responsible in case of a security breach.
- No equipment should be carried outside the organizational premises without prior permission from management.
- Any damage caused to equipment intentionally or unintentionally should be communicated to the management immediately.
- All employees must make an ethical use of organizational resources and equipment.
- Any employee given the access to the confidential / top secret equipments resources must give security a top priority.

Software's

- There will be a list of accepted software's maintained by the management.

DEPARTMENT	OEC-ADM-AU-P-01	ISSUE DATE	REVISION #
ADMIN	ACCEPTABLE USAGE OF ASSETS POLICY	2016-09-21	0.0
			PAGES
			2 of 3

- Employees are not authorized to install any other software (licensed or unlicensed) without permission.
- Employees will be asked to submit their request for a new software application which will be analyzed with the security perspective following the Change Management Policy.
- A regular clean up will be performed to remove any unwanted / harmful application software's installed on each workstation and server.

Acceptable Usage of licensed media:-

- Do not carry any Disc outside the office premises.
- Do not Copy / duplicate any software on another media (Disc, flash memory, floppy etc).
- Replace the Disc's and the Case to their original location after use. Make sure Disc's are not left inside the CD-ROM's after usage.
- Do not use any other software other than the licensed collection. Inform management in case new software is required.
- Use the Disc's cautiously. Make sure it is not scratched or left open.
- Inform the management if any disc is not functioning properly.

Responsibility

All the employees will be responsible to follow the acceptable usage policy for assets. Any employee found breaching the policy is liable for justification and penalty.

Effective Date:

This policy will be effective from 1st September 2016.

Violation:

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

Policy Owner:

HR would be responsible for maintaining and carrying out subsequent modifications.

Revision of Policy:

DEPARTMENT	OEC-ADM-AU-P-01	ISSUE DATE	REVISION #
ADMIN	ACCEPTABLE USAGE OF ASSETS POLICY	2016-09-21	0.0
			PAGES
			3 of 3

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA