# Office Security Policy

# ACME Evil Anvil Corporation

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Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC6.4

Table 2: Document history

Date	Comment
Jun 1 2018	Initial document

## 1 Purpose and Scope

- a. This policy establishes the rules governing controls, monitoring, and removal of physical access to company's facilities.
- b. This policy applies to all staff, contractors, or third parties who require access to any physical location owned, operated, or otherwise occupied by the company. A separate policy exists for governing access to the company data center.

## 2 Policy

- ${\bf a.}\ \ Management\ responsibilities$ 
  - i. Management shall ensure:
    - 1. appropriate entry controls are in place for secure areas
    - 2. security personnel, identification badges, or electronic key cards should be used to validate employee access to facilities
    - confirm visitor & guest access procedure has been followed by host staff
    - 4. management periodically reviews list of individuals with physical access to facilities
    - 5. card access records and visitor logs are kept for a minimum of 90 days and are periodically reviewed for unusual activity
- b. Key access & card systems
  - i. The following policies are applied to all facility access cards/keys:
    - 1. Access cards/keys shall not be shared or loaned to others
    - 2. Access cards/keys shall not have identifying information other than a return mail address
    - 3. Access cards/keys shall be returned to Human Resources when they are no longer needed  $\,$
    - 4. Lost or stolen access cards/keys shall be reported immediately
    - 5. If an employee changes to a role that no longer requires physical access or leaves the company, their access cards/keys will be suspended
    - 6. Human Resources will regularly review physical security privileges and review access logs

#### a. Staff & contractor access procedure

- Access to physical locations is granted to employees and contractors based on individual job function and will be granted by Human Resources.
- ii. Any individual granted access to physical spaces will be issued a physical key or access key card. Key and card issuance is tracked by Human Resources and will be periodically reviewed.
- iii. In the case of termination, Human Resources should ensure immediate revocation of access (i.e. collection of keys, access cards, and any other asset used to enter facilities) through the offboarding procedure.

### b. Visitor & guest access procedure

- i. The following policies are applied to identification & authorization of visitors and guests:
  - 1. All visitors must request and receive written onsite authorization from a staff member.
  - 2. Visitor access shall be tracked with a sign in/out log. The log shall contain:visitor's name, firm represented, purpose of visit, and onsite personnel authorizing access
  - 3. The log shall be retained for a minimum of 90 days
  - 4. Visitors shall be given a badge or other identification that visibly distinguishes visitors from onsite personnel
  - 5. Visitor badges shall be surrendered before leaving the facility

#### c. Audit controls & management

- i. Documented procedures and evidence of practice should be in place for this policy. Acceptable controls and procedures include:
  - 1. visitor logs
  - 2. access control procedures
  - 3. operational key-card access systems
  - 4. video surveillance systems (with retrievable data)
  - 5. ledgers if issuing physical keys

#### d. Enforcement

- i. Employees, contractors, or third parties found in violation of this policy (whether intentional or accidental) may be subject to disciplinary action, including:
  - 1. reprimand

- 2. loss of access to premises
- 3. termination