**Glasswall Solutions Ltd.**

**Guest Access Policy**

### Information contained herein is the property of Glasswall Limited and is company confidential.

# Revision 2.0

# Document History

Table 1: Document Change History

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**Document Distribution**

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| --- | --- | --- | --- |
| *Name* | *Position* | *Date* | *Signature* |
| Mark Wheelhouse | CFO | 2nd January 2018 |  |
| Paul Kennedy | VP, Product Development | 2nd January 2018 |  |
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Glasswall is hereinafter referred to as "the company."

# 1.0 Overview

Guest access to the company's network is often necessary for customers, consultants, or vendors who are visiting the company premises. This can be simply in the form of outbound Internet access, or the guest may require access to specific resources on the company's network.

# 2.0 Purpose

This policy outlines the company's procedures for controlling guest access.

# 3.0 Scope

The scope of this policy includes any guest access to the company network or Internet through the company's infrastructure. This policy does not include open Guest Wireless Access that may be available at Company locations.

# 4.0 Policy

## 4.1 Granting Guest Access

Guest access will only be provided to authorised non-employees.

### 4.1.1 Acceptable Use Policy (AUP)

Guests must agree to read and sign the company's Acceptable Use Policy (AUP) before being granted access.

### 4.1.2 Company Network Access Approval

Guest access will only be approved by authorised employees for valid business purposes.

### 4.1.3 Account Use

The following must apply;

* Guest accounts are only to be used by guests.
* Guest accounts must be set up for each guest accessing the company's network.
* Guest accounts are only valid for a maximum of 30 days.
* Guest accounts must be deleted when no longer required.

### 4.1.4 Provision of Guest Use Machines

The following must apply;

* Guests must use a company owned guest machine to access the company network, unless prior authorisation is granted by the IT Manager.

### 4.1.5 Security of Guest Owned Machines

The following must apply;

* Guest owned machines must comply with the Mobile Device Policy, unless a waiver is granted by the IT Manager on behalf of the Company.

## 4.2 Restrictions on Guest Access

Guest access will be restricted to the minimum amount necessary to undertake specific and approved tasks.

## 4.3 Monitoring of Guest Access

Guest access must be monitored to ensure that the company's interests are protected and the applicable company policies are complied with.

## 4.4 Applicability of Other Policies

This document is part of the company's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

See the Glasswall Wireless Network policy for guidance relating to guests using the open wireless network.

# 5.0 Enforcement

This policy will be enforced by the IT Manager and/or Executive Team. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of company property (physical or intellectual) are suspected, the company may report such activities to the applicable authorities.

# 6.0 Definitions

Refer to Glasswall Information Security Policy Guide.