

**Company Name**

**IT Hardware and Software Policy**

**Month – 2022**

## Table of Contents

<b>Overview.....</b>	<b>4</b>
<b>Purpose .....</b>	<b>4</b>
<b>Scope .....</b>	<b>4</b>
<b>Policy .....</b>	<b>5</b>
Acquisition and support of personal computer/tablets .....	5
Acquisition and support of smartphones and PDAs.....	5
Acquisition and support of software .....	5
Software licensing and uses .....	6
Business Operations Applications .....	6
Managing of contracted IT devices.....	6
COMPANY IT Device Disposal and Cleaning.....	7
<b>Discipline.....</b>	<b>8</b>

## Document Control

Type of Information	Document Data
<b>Title</b>	ASSIGNED Policy
<b>Version</b>	<Document Number>
<b>Issue Date</b>	<Year>
<b>Document Owner</b>	<COMPANY>
<b>Document Creator</b>	<Name>

## Revision History

Version	Date	Author	Summary of Changes
1.0	1 Mar 2022	<Name>, <Designation>	First document

## Document Approver

Version	Approval Date	Approving Authority	Signature
1.0	1 April 2022	<Designation>	

# IT Hardware and Software Policy

## Overview

This policy outlines the procedures for procuring, maintaining, repairing, and disposing of hardware and software products in terms of information security, operational integrity, and long-term sustainability. The COMPANY is responsible for all in-house hardware and software and will never allow or support any product that has not been approved prior to procurement.

## Purpose

The policy's purpose are as follows:

- The policy covers support and acquisition of all laptops, desktop, and portable devices, as well as the operating system, applications, software suites, and email system.
- It encourages the use of industry-standard hardware and software to ensure that business operations are supported.
- Advise employees about proper device and licensed software usage, as well as the proper disposal and data erasure of COMPANY computers, portable devices, and IT equipment.

## Scope

This policy applies to all staff, managers, stakeholders, third-party vendors, and individuals. This policy also applies to all ICT hardware, software, and IT equipment purchased and supplied by the COMPANY, such as mobile phones and tablets.