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| **Document Name** | **Asset management Policy** |
| **Version** | **0.3** |
| **Last updated by** | **Anjaly T A** |
| **Approved by** | **Inderjit Singh Bedi** |
| **Released on** | **29-09-2022** |

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# **Policy Statement**

**The policy highlights the management of all company owned assets from employees, third parties etc.**

# **Objective**

**The objective of this policy is to ensure the management of company owned assets in a rightful and orderly manner.**

# **Policy.**

All the company owned assets must be properly named, assigned & managed by the authorized person in the rightful manner.

* All the laptops will be linked to AD, with Latest windows updates Installed.
* IT employees are given laptop in consultation with the Reporting Manager of the concerned employee.
* The laptops are named with prefix XTRACAP-XX followed by the serial number starting from 01.

For e.g.: XTRACAP-01 is the first laptop in the series

* All Laptops have Latest Antivirus by default, and DLP Policy is in Place to block External USB Devices.
* All the servers are named with prefix XTRACAP-SRV followed by the serial number starting from 01.

For e.g., XTRACAP-SRV-01 is the first in the series

* All VM’s have Updates Installed before making them ready for use.
* Antivirus can be installed from the link <https://192.168.72.11:9111/html/pgmain/installw.htm>
* Only default ports are open on Laptops, on QA / UAT / Production server all ports are blocked by default, ports are opened as per business requirement and approval.
* All users on the servers are given a unique username/user id.
* All the Sales Group Members are provided with official mobile numbers & the same shall be allocated by Resource manager in consultation with their respective Reporting Manager during the onboarding process.
* In case of resignation/termination of the contract of any employees, the resources would be deactivated and reassigned, if needed by the Resource Manager.

# **Enforcement**

Any employee found to have violated this policy may be subjected to disciplinary action in line with the HR Policy