

<h1>Antivirus Updates</h1> <h2>ADMIN 008</h2>		<h3>Procedure Synopsis</h3> <ol style="list-style-type: none">1. All computer systems utilized in the performance of your duties for Improvement Interactive, LLC are required to have Microsoft Forefront Antivirus installed.2. Live Updates are required to be run each week.3. Live updates may be required in-between schedules if a new virus is reported to have been released.4. Network users will be blocked if live updates are not performed in accordance with the requirements.5. If a virus is detected on your system, you must send a notification to the Service Department personnel who will in turn notify the CEO and all other company personnel.6. Antivirus Updates Audit.
Date:	February 18, 2002	
Revised:	November 1, 2008	
Policy:	Microsoft Forefront Antivirus Corporate Edition program is to be installed and running on all systems connecting to the Improvement Interactive network. Forefront will be configured to run real time protection, and to prompt for a live update weekly.	
Procedure:	<ol style="list-style-type: none">1. All computer systems utilized in the performance of your duties for Improvement Interactive, LLC are required to have Microsoft Forefront Antivirus Corporate Edition installed. Licenses are available from the system administrator.2. Forefront will be configured to run real time protection for both your file system and for Microsoft Exchange.3. Live Updates will be scheduled to occur each week at a minimum.4. Occasionally, live updates will be run in-between schedules. This will typically be required when a virus is reported to have been released. Management will send an e-mail to all employees requesting the live update be performed.<ol style="list-style-type: none">1. Users will notify the individual requesting the live update via e-mail of the date and time that the update was performed on their system.2. A complete system scan will be run each time an update is performed. The results of this scan will also be forwarded to the manager requesting the live update be performed.5. Users failing to update their systems will be blocked from access to the network until such time as it has been completed. Update completion verification will be required prior to re-gaining access to the network. An e-mail indicating the version of Forefront running on your system and the date the update was performed is sent to the manager who requested the live update, or to the Service team at tcs@iiCorporate.com. This will verify the action has been completed and will prevent blockage from the Improvement Interactive, LLC network.6. Anyone who downloads files (whether it is from clients, web sites, bulletin boards, etc.) is required to implement the file scanning procedures outlined for Scanning Downloads for Viruses.7. Anyone who installs new or upgraded software on their system will need to scan their entire system for viruses directly after the installation.8. Users who have identified a virus on their system are to contact a service department personnel member immediately. The proper steps will then be taken to find the source of the attack and an investigation conducted to find if any other in-house systems or any systems of our clients were possibly infected. It will be the responsibility of the Service Department personnel to notify the CEO and the company as a whole in order to alert	

	everyone to scan for the virus and to take any precautionary measures required. Users will be blocked from access to the network until such time as their system has been cleaned, and the results reported to management.
audit:	<ol style="list-style-type: none"> 1. System administrator will review monthly the Forefront version running on all company used systems. 2. System administrator will send a Quarterly Report to management personnel outlining the results of the monthly review, the number of viruses detected, and the amount of downtime during the quarter due to virus attacks. 3. Human Resources Manager will send the Antivirus Updates procedure quarterly to all company personnel for review and signature.

Receipt Acknowledgement (Signature)	Quarterly Review Acknowledgement (Initials)			
Printed Name:	Q1	Q2	Q3	Q4
Signature:	Initials:	Initials:	Initials:	Initials:
Date:	Date:	Date:	Date:	Date: