**Wipro’s Asset Management Policy**

**Document Control**

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| --- | --- |
| Function | Business integrated Technology Solutions (BiTS) & Group Chief Information Security Office (GCISO) |
| Sub-function | - |
| Policy Owner | Kalyan Bhattacharyya, Head Asset Management & Lakshminarayanan RS, Group Head - Information Security Policy & Framework |
| Policy Effective Date | December 7, 2015 |

**Purpose**

This policy establishes the requirement for securing the organization’s information and associated assets by identifying and assigning ownership, establishing acceptable usage, and returning of assets.

**Audience**

Organization’s employees, retainers, contractors, and service providers.

**Scope**

This policy applies to information and associated assets owned or managed by the organization. In cases where assets are owned by customers and managed by the organization, the asset management scope shall be determined based on the contractual requirement. This policy shall be read in conjunction with the policies and procedures outlined in the “References” section, aligning with the assigned responsibilities in them.

**Policy Details**

**AM.1**The inventory of assets shall be maintained, reviewed, and updated periodically.

**AM.2**All software licenses and media shall be stored in a centralized repository.

**AM.3**The asset owner shall be responsible for managing assets throughout the life cycle.

**AM.4**A risk assessment of assets shall be performed periodically.

**AM.5**The assets shall be classified and labelled as per the organization's classification process.

**AM.6**The classification levels of assets shall be reviewed periodically.

**AM.7**The acceptable usage of assets shall be ensured to protect the organization’s information.

**AM.8**The maintenance of assets shall be ensured as per the business requirements.

**AM.9**An asset owner shall return the organization’s assets during separation or termination.

**AM.10**All End of Life (“EOL”) assets shall be handled as per the organization’s EOL process.

**AM.11**All assets shall be securely disposed, as per the Asset Management Procedure.

**AM.12**Any asset allocation and return of the assets shall be logged and reviewed periodically as per the business requirement.

**Definitions**

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| **Definition** | **Description** |
| Asset | Anything that has value to the organization which includes the information assets, software assets, physical assets, virtual assets, services assets, people assets, and IoT assets. |
| Organization | Wipro, including subsidiaries, affiliates, and acquired entities but excluding acquired entities governed by an independent set of security policies. |

**References**

* Acceptable Usage Policy
* Policy for Global Hardware IT Asset Management
* Asset Classification Standard
* Asset Management Procedure
* End of Life (EOL) Procedure
* Information Classification, Labelling and Handling Procedure
* Technology Risk Assessment Procedure

**Revision History**

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Revision Date** | **Reason for Change** | **Drafted/ Reviewed By** | **Approved By** | **Date Approved** |
| 1.0 | 8th January 2024 | Added AM.8, AM.9 and AM.11 points.  Removed AM.1, AM.2, AM.3, AM.4, AM.5.1, AM.6 and AM.7.2 points.  Modified and updated policy statements as per the ISO 27001:2022 and best practices of NIST 800-53 Rev5. | Ronit Mukherjee | Kalyan Bhattacharyya & Lakshminarayanan RS | 8th February 2024 |