**Wipro’s**

**Change Management Policy**

**Document Control**

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| Function | Business integrated Technology Solutions (BiTS) & Group Chief Information Security Office (GCISO) |
| Sub-function | - |
| Policy Owner | Sreenivas Murthy, IT Head - BDC & Global Change Management & Lakshminarayanan RS, Group Head - Information Security Policy & Framework |
| Policy Effective Date | June 1, 2015 |

## Purpose

This policy establishes the requirement for managing the changes to information systems and information processing facilities.

**Audience**

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

**Scope**

This policy applies to information systems and facilities owned or managed by the organization. This policy shall be read in conjunction with the procedure outlined in the “References” section, aligning with the assigned responsibilities in it.

**Policy Details**

**CHM.1** Any changes to information systems and information processing facilities shall follow the process mentioned in the Change Management Procedure.

**CHM.2** The segregation of duties (“SOD”) shall be implemented throughout the change management lifecycle.

**CHM.3** The change impact analysis shall be performed before approving the change request.

**CHM.4** Any changes to information systems and information processing facilities shall be authorized and documented.

**CHM.5** Changes shall be prioritized as defined in the Change Management Procedure.

**CHM.6** Changes shall be tested in a test environment before being implemented in a production environment as per business requirement.

**CHM.7** All changes shall be communicated to the relevant stakeholders before implementation.

**CHM.8** A rollback plan shall be defined to recover from unsuccessful change implementation.

**CHM.9** After change implementation, a review shall be performed to ensure the successful closure of the change request.

**CHM.10** All changes shall be logged and reviewed using the organization-approved change management tool.

**Definitions**

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| **Definition** | **Description** |
| Information Systems | Set of applications, services, information technology assets, or other information-handling components. |
| Organization | Wipro, including subsidiaries, affiliates, and acquired entities but excluding acquired entities governed by an independent set of security policies. |

**References**

* Change Management Procedure

**Revision History**

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Revision Date** | **Reason for Change** | **Drafted/ Reviewed By** | **Approved By** | **Date Approved** |
| 1.0 | 9th January 2024 | Updated Purpose, Audience and Scope section.  Removed CHM.2, CHM.6, CHM.7, CHM.8, CHM.12, CHM.13, CHM.14, CHM.15, and CHM.16 points.  Reviewed and updated the policy as per the ISO 27001:2022 and best practices of NIST 800-53 Rev5. | Parvez Ahmed Khan | Sreenivas Murthy & Lakshminarayanan RS | 8th February 2024 |
| 1.0 | 3rd June 2024 | No Change | Parvez Ahmed Khan | Sreenivas Murthy & Lakshminarayanan RS | 3rd June 2024 |