Information Services
Equipment Policy Version 1.1

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Westland Dairy Company Limited trades as Westland Milk Products

Document Information

Version:	1.1
Version Release Date:	22 September 2020
Owner:	Mark Blandford, CIO
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Business function:	Information Services
Keywords:	Device, Laptop, PC
Creation date:	22/09/2020
Review date:	22/09/2020
Status:	Final
Soft copy location:	IT Policy Documents in SharePoint
Distribution:	ELT
Reviewers:	CFO, GM HR

Document History

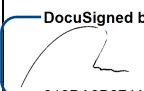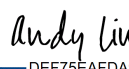| Version	Date	Author	Comment / Reason Archived
1.0	1/1/2016	Hamish Duff	Draft Policy
1.1	21/9/2020	Mark Blandford	Updated following feedback from CFO & GM HR, included requirements from Auditors re SIM allocation, added approved device list

Name and Position	Date	Signature
Mark Blandford, CIO	22/9/2020 | 3:17 PM NZST	DocuSigned by: 918DA3B274A342A...
Andy Liu, CFO	22/9/2020 | 3:26 PM NZST	DocuSigned by: andy liu DEF75EAFDA9E4FB...
Shiqing Jian, Resident Director/Acting CEO	22/9/2020 | 4:43 PM NZST	DocuSigned by: 78CEB7221B7B450...

Table of Contents

1 IS Equipment Policy

1.1 Objectives

Information Services (IS) equipment is an integral part of delivering IS services, which themselves are critical for carrying out Westland's' business activities.

This policy aims to protect the business equipment and to:

- Ensure equipment is fit-for-purpose
- Ensure stability and performance
- Optimise the purchase and maintenance price
- Ensure regular maintenance and replacement cycles
- Provide a standard computing experience for all Westland staff
- Reduce the cost of purchase and ownership

1.2 Scope

The IS Equipment Policy includes all components utilised in the course of personnel interacting with information systems to perform Westland Milk business procedures. This includes but is not limited to desktop personal computers (PCs), laptops, tablets, printers, copiers, switches, network cables, routers, mobile phones and any devices which connect to this equipment.

This policy is one component of the Westland Milk IS Policy Framework and should be considered alongside the following IS Policies:

- IS Security Policy
- IS Software Policy
- Mobile Phone, Email & Internet Usage Policy
- IS Acceptable Use Policy

For further information, please see the IS Policy Library which is available in SharePoint.

1.3 Allocation

Computer equipment will be allocated to individual Westland Milk staff based on the needs of their role within the company.

In order to optimise the cost of computer equipment to Westland Milk, mobile devices, computer models and configuration options are limited.

Computer/monitor/tablet/phone need issue a standard model on a yearly basis, proposed by IS, approved by CFO. Currently preferred brand for Computers is HP, then followed by Dell.

Laptops are preferred where possible to enable devices to be used in meetings (reducing printing costs) and facilitate working from home policies, while also providing additional resilience during a natural disaster event.

This policy should be reviewed annually to ensure the following guidelines are fit for purpose and provide the right balance of performance versus cost.

Standard Users:

Computer: Mid-range Laptop with Intel i5 Processor or equivalent Mid-range Desktop with Intel i5 Processor or equivalent. Peripheral hardware includes dual monitor screens, keyboard, mouse and docking stations. Purchase limit for hardware for a new user is $2500.

Tablet: not available for standard users

Telephony: Standard desk phone hardware. If role requires, a company provided mobile phone will be supplied. Typically, this would only include employees who are off-site on a regular basis or whose duties require sustained overnight travel and frequent or critical communication with other staff members. Therefore, all mobile devices requests to the IT Helpdesk require the pre-approval of the person's line manager and functional ELT member. The device provided will be a lower-spec Android equivalent with purchase limit set at $500. For staff with existing Apple iPhones, these will be replaced with the standard Android equivalent when they require replacement.

ELT Users:

Computer: Same as standard users

Tablet: Apple iPad or Android equivalent

Telephony: Standard desk phone hardware (If required). Company provided mobile phone will be provided. This will be high-spec Apple iPhone or Android equivalent with purchase limit set at $2000.

Special Users:

Certain roles require specific hardware – for example, a Finance member may require additional RAM memory in order to process large data sets, or a graphic designer may require Apple PC and Software in order to fulfil their role. These requests are to be reviewed on a case-by-case basis by CIO, and require approval by CFO and one of the other ELT member.

Contractors/Temporary staffs:

Computer: Allocate used Laptop/PC if has any

Tablet: not available

Telephony: not available

Data plans:

Where a company mobile device is issued, Westland will issue a SIM card to allow connectivity to telecommunications network. If additional SIM cards are required to connect other devices, this will require a clear business justification reviewed by CIO, approval by GM-Finance and one of the other ELT member.

1.4   IT Equipment Lifecycle

1.4.1   Purchasing of IT Assets

All IT assets must be purchased in accordance with Westland Milk purchasing policies (see section 8 company procedures manual).

All requests for IS equipment should be made to the IS Service Desk.

All IT purchases must be vetted by IS/IT to ensure the equipment or product requested is:

- applicable to, and capable of satisfying a genuine and authorised need
- meets WESTLAND MILK equipment and architectural standards (check with IT Help Desk for current requirements).
- able to be maintained and supported

IS is responsible for the procurement of all IS Equipment. To ensure that genuine equipment is obtained and the best purchase / maintenance costs are obtained, IS has purchasing and maintenance agreements in place with specific suppliers.

IS Equipment is in general "owned" by the business and will be paid for by each department. Before IS will issue a Purchase Order to a vendor, the business must provide appropriate authorised approval documentation as per company policy.

IS Equipment will be configured and installed by IS or their subcontractors, following standard industry best practices.

1.4.2   Replacement

All IS PC/Laptop/Ipad equipment will be subject to a four (4) year replacement cycle. Telephony will be subject to a three (3) year replacement cycle. This ensures the equipment remains fit-for-purpose and ensures that both the capital cost and the costs of maintenance can be adequately planned.

Purchase of new equipment or replacement of equipment deemed by the IS department to be "beyond economic repair" and Frequently (over twice a year) equipment damaged through misuse will be at the cost of the staff

1.4.3   Disposal of Equipment & Media

The disposal of IT equipment must be done in accordance with Westland Milk Asset Disposal policy. This includes equipment donated or sold to other organisations or individuals.

The storage devices of all computer servers and PCs (eg hard disks) must be destroyed or be overwritten prior to disposal, donation or sale, in such a manner that ensures information or software contained on the device or media is not accessible and cannot be retrieved.

All removable storage media (eg backup tapes, CD/DVDs, USB keys) must be similarly destroyed prior to disposal.

1.5   Usage and maintenance

IS equipment should only be used for authorised business purposes.

IS equipment and its use is monitored by the IS department.

Personal use of this equipment should be kept to a minimum, as per the terms of the Staff Technology Use Policy.

IS equipment should only be used in the manner for which it was intended, and in accordance with Health and Safety guidelines. If you do not know how to use the equipment safely then consult the equipment manual or the IS Service Desk.

IS equipment should not be moved or changed without first contacting IS. IS maintains a register of all IS equipment at locations and this is checked periodically.

IS equipment is allocated to an individual. When the individual employee leaves the company the equipment must be returned to the IS department for archiving of data, data cleansing and re-issue to a new staff member.

All IS Equipment will be maintained by IS. Problems relating to IS Equipment must be reported to the IS Service Desk.

1.6   Equipment Record Keeping

IS will maintain records of all IS Equipment used by the company, whether owned or leased. This includes:

- Computers and attached devices
- Servers and their configurations
- Network diagrams
- Support arrangements

1.7   Non-Company IS Equipment

Only IS equipment authorised by IS can be connected to the company network. This is to ensure protection from viruses and other system disruptions.

Company email cannot be accessed on a personal mobile phone, unless the phone is compatible and registered with Westland's Mobile Device Management (MDM) system. This ensures that in the event of a staff member resigning or losing their mobile phone, that IS can remotely delete confidential company data from that device.

1.8   Approved Device List

Category	Model
2020 laptop model for standard users	HP PROBOOK 430, G6 business laptop 13.3 FHD intel i7-8565U 8GB 512GB
2020 laptop model for ELT users	HP Elitebook X360 1030 G4 4G/LTE Business Ultrabook, 13.3" FHD Touchscreen Sureview I7-8665U vPro 16GB, 512GB NVME SSD Win10Pro 64bit
2020 mobile model for standard users:	Based on Market availability, currently Xiomi
2020 mobile model for ELT users	IPHONE 11
2020 Tablet model for ELT users	Apple 10.2" iPad 64GB Tablet Wi-Fi or Android equivalent.