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Policy No.	:	INFORMATION SECURITY POLICY 2017 - 05	
Policy Name	:	EQUIPMENT USE POLICY	
Version No.	:	1.0	
Effectivity Date	:	2017 March 01	
Replaces	:	- n/a -	
Target Group	:	ALL EMPLOYEES	
Total Pages	:	2	
Approved By	:	IT HEAD	 RAMEL E. ROBLES
	:	PRESIDENT	 DANIELE ROVERE

INFORMATION SECURITY POLICY 2017-05

POLICY NAME : EQUIPMENT USE POLICY

1.0 Purpose

To ensure the proper control of the use and issue of Computing Devices (i.e. Desktop, Laptop, Handheld Personal Computers / Smart Phones / Tablets, and Portable IT Equipment) and Peripherals (Printers, Flash Drives, etc.) in the most efficient, secure and cost effective manner.

2.0 Scope

This policy covers all computing devices equipment and peripherals issued by MicroVentures Philippines Financing Company Inc. (OnePuhunan).

3.0 Policy

Personnel would be provided with computer equipment and devices necessary for the performance of their job function. The personnel would be responsible for:

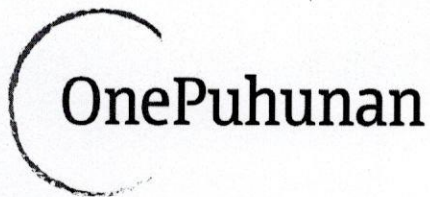
- maintaining the proper care for the computer equipment and peripherals
- taking every reasonable precaution for the physical security of the said equipment and peripherals.
- ensuring only required software applications are installed in the system.

Common Use Equipment issued to a Branch, Department or Business unit will be placed under the responsibility of the Manager of the said to Branch, Department or Business Unit.

For Mobile devices issued to Branch:

- The Branch Manager shall be accountable for all the equipment issued to the Branch. He / She in turn shall make the branch personnel who will be using the branch equipment accountable for the proper use, care, handling, and security
- All personnel who would need to access TruCell will be issued standard mobile device with specific hardware and application configuration. He / She would be responsible for maintaining the mobile device and should take appropriate care to minimize wear and tear of the device. The mobile device and the charger should be used only during the office working hours and for official purposes only. Functionalities such as memory space, mobile camera, etc. should not be used for personal purposes.
- All mobile devices except for the Branch Manager's Phone, after the end of day's tasks, should be deposited to the Branch Manager by the branch personnel after charging the batteries with the mobile charger. The Branch Manager should check the devices for any damage before storing them in the branch vault. The mobile devices and charger should be issued to the respective personnel in the morning of the following day.

Managers are reminded that it is their duty to ensure that their personnel comply with this policy.



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In case of loss, damage or destruction of the computer equipment and peripherals, if it is found to be due to negligence of the person responsible for the equipment, he / she will be held liable for the cost of the repair or replacement. Likewise, negligence issues will be addressed in accordance with the company disciplinary policy.

4.0 Enforcement

Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

5.0 Revision History