
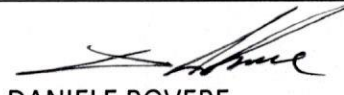


Policy No.	:	<b>INFORMATION SECURITY POLICY 2017 - 02</b>	
Policy Name	:	<b>ANTI-VIRUS POLICY</b>	
Version No.	:	1.0	
Effectivity Date	:	2017 March 01	
Replaces	:	- n/a -	
Target Group	:	ALL EMPLOYEES	
Total Pages	:	1	
Approved By	:	IT HEAD	 RAMEL E. ROBLES
	:	PRESIDENT	 DANIELE ROVERE

## **INFORMATION SECURITY POLICY 2017-02**

**POLICY NAME : ANTI-VIRUS POLICY**

### **1.0 Purpose**

The purpose of this policy is to establish requirements which must be met by all computers connected to MicroVentures Philippines Financing Company Inc. (OnePuhunan) networks to ensure effective virus detection and prevention.

### **2.0 Scope**

This policy applies to all company computers that are PC-based or utilize PC-file directory sharing. This includes, but is not limited to, desktop computers, laptop computers, file / ftp / sftp servers, and any PC based equipment.

### **3.0 Policy**

All company PC-based computers must have the company's standard, supported anti-virus software installed and scheduled to run at regular intervals. In addition, the anti-virus software and the virus pattern files must be kept up-to-date. Virus-infected computers must be removed from the network until they are verified as virus-free. Information Technology (IT) is responsible in installing and configuring the anti-virus software to run at scheduled regular intervals, and verify that computers to be virus-free. Any activities with the intention to create and/or distribute malicious programs into the company's networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are prohibited. Any act to de-activate or disable the anti-virus software, except those done by IT personnel during repairs and maintenance activities shall be treated as a violation of this 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**