OnePuhunan

Policy No.	:	**INFORMATION SECURITY POLICY 2017 - 04**
Policy Name	:	**SOFTWARE INSTALLATION 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

OnePuhunan

INFORMATION SECURITY POLICY 2017-04

POLICY NAME :   SOFTWARE INSTALLATION POLICY

1.0 Overview
Allowing employees to install software on company computing devices opens the organization up to unnecessary exposure. Conflicting file versions of DLLs (Dynamic Link Library) which can prevent programs from running, the introduction of malware from infected installation software, unlicensed software which could be discovered in an audit and programs which can be used to hack the organization's network are examples of the problems that can be introduced when employees install software on company equipment.

2.0 Purpose
The purpose of this policy is to minimize
- the risk of loss of program functionality,
- the exposure of sensitive information contained within MicroVentures Philippines Financing Company Inc. (OnePuhunan) computing network
- the risk of introducing malware, and
- the legal exposure of running unlicensed software

3.0 Scope
This policy covers all computers, servers, and computing mobile devices operating within the company.

4.0 Policy
Employees may not install software on the company's computing devices operated within the company's network. Software requests must first be approved by the requester's Department Head and then submitted to Information Technology in writing or via email. Software must be one that is the currently approved software and maintained by Information Technology, unless there is none in the currently approved software that meets the requester's need. In such case, the purpose for the use of the software initially must be then be approved by the President. Information Technology shall then evaluate the software requested and test for conflict and compatibility. If no issues arise, the company shall obtain and track the licenses and Information Technology will perform the installation. Installation of unlicensed software is strictly prohibited.

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

6.0 Definitions

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DLL: Dynamically Linked Library. A shared program module used by one or more programs, often installed as part of a program installation. If the current version of a DLL is overwritten by a newer or older version, existing programs that relied upon the original version may cease to function or may not function reliably.

Malware: A wide variety of programs created with the explicit intention of performing malicious acts on systems they run on, such as stealing information, hijacking functionality, and attacking other systems.

Mobile Device: A portable, hand held computing device capable of running software programs. It may connect to host computers or to wired or wireless networks. (ex. Android tablets, Smartphones, iPod, iPad, etc.)

Smartphone: A cellular phone with qualities of a computer or Mobile Device. It is capable of running software programs and connecting to computer networks.

7.0 Revision History