**Remote Access Policy**

# Overview

Remote access to our corporate network is essential to maintain our Team’s productivity, but in many cases this remote access originates from networks that may already be compromised or are at a significantly lower security posture than our corporate network. While these remote networks are beyond the control of Motor Head Distributors Inc.’s policy, we must mitigate these external risks to the best of our ability.

# Purpose

The purpose of this policy is to define rules and requirements for connecting to Motor Head Distributors Inc.’s’ network from any host. These rules and requirements are designed to minimize the potential exposure to Motor Head Distributors Inc.’s from damages which may result from unauthorized use of Motor Head Distributors Inc.’s resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical MotorHead Distributors internal systems, and fines or other financial liabilities incurred as a result of those losses.

# Scope

This policy applies to all Motor Head Distributors Inc.’s employees, contractors, and vendors with a company-owned or personally-owned computer or workstation used to connect to the company’s network. This policy applies to remote access connections used to do work on behalf of company, including reading or sending email, viewing intranet web resources like payroll, order entry and financial systems. This policy covers any and all technical implementations of remote access used to connect to Motor Head Distributors Inc.’s networks.

# Policy

It is the responsibility of the employees, contractors and vendors with remote access privileges to the company’s corporate network, to ensure that their remote access connection is given the same consideration as the users on-site connected to Motor Head Distributors Inc.’s network.

General access to the Internet for recreational use through the network is strictly limited to Motor Head Distributors Inc.’s employees, contractors and vendors. When accessing the Motor Head Distributors Inc.’s network from a personal computer, Authorized Users are responsible for preventing access to any company’s computer resources or data by non-Authorized Users. Performance of illegal activities through the Motor Head Distributors Inc.’s network by any user (Authorized or otherwise) is prohibited. The Authorized User bears responsibility for and consequences of misuse of the Authorized User’s access. For further information and definitions, see the *Acceptable Use Policy*.

Authorized Users will not use Motor Head Distributors Inc.’s networks to access the Internet for outside business interests.

For additional information regarding Motor Head Distributors Inc.’s’ remote access connection options, including how to obtain a remote access login, free anti-virus software, troubleshooting, etc., go to the Remote Access Services website (www.motorheaddistributors.com/remoteaccessservices)

* 1. Requirements
     1. Secure remote access must be strictly controlled with encryption (i.e., Virtual Private Networks (VPNs)) and strong pass-phrases. For further information see the *Acceptable Encryption Policy* and the *Password Policy*.
     2. Authorized Users shall protect their login and password, even from family members.
     3. While using a Motor Head Distributors Inc. owned computer to remotely connect to company’s corporate network, Authorized Users shall ensure the remote host is not connected to any other network at the same time, with the exception of personal networks that are under their complete control or under the complete control of an Authorized User or Third Party.
     4. Use of external resources to conduct Motor Head Distributors Inc.’s business must be approved in advance by the information security department and the appropriate business unit manager.
     5. All hosts that are connected to Motor Head Distributors Inc.’s internal networks via remote access technologies must use the most up-to-date anti-virus software (place www.motorheaddistributors.com/antivirus), this includes personal computers as well. Third party connections must comply with requirements as stated in the *Third Party Agreement*.
     6. Personal equipment used to connect to Motor Head Distributors Inc.’s network must meet the requirements of company-owned equipment for remote access as stated in the *Hardware and Software Configuration Standards for Remote Access to Motor Head Distributors Inc.’s Networks*.

# Policy Compliance

* 1. Compliance Measurement

The Information Security Team will verify compliance to this policy through various methods, including but not limited to, periodic walk-through, video monitoring, internal and external audits, and inspection, and will provide feedback to the policy owner and appropriate business unit manager.

# Exceptions

Any exception to the policy must be approved by Remote Access Services and the Information Security Team in advance.

# Non-Compliance

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

# Related Standards, Policies and Processes

Please review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of Motor Head Distributor’s network:

* *Acceptable Encryption Policy*
* *Acceptable Use Policy*
* *Password Policy*
* *Third Party Agreement*
* *Hardware and Software Configuration Standards for Remote Access to Motor Head Distributors Inc.’s Networks*

# Revision History

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| Date of Change | Responsible | Summary of Change |
| June 2014 | SANS Policy Team | Updated and converted to new format. |
| April 2015 | Christopher Jarko | Added an Overview; created a group term for company employees, contractors, etc. (“Authorized Users”); strengthened the policy by explicitly limiting use of company resources to Authorized Users only; combined Requirements when possible, or eliminated Requirements better suited for a Standard (and added a reference to that Standard); consolidated list of related references to end of Policy. |
| December 2015 | Group 2 | Revised the policy for Motor Head Distributors Inc. |