

ISMS EXCERPTS – ACCESS AND ASSET MANAGEMENT



*attention.
always.*

ID CARD POLICY



- ✓ ID card policy provides the guidelines for issue and usage of ID card
- ✓ ID cards are used to
 - ✓ Establish identity of all Aspirians/ Contractors/ Vendors/ other Visitors who are available in the office premises.
 - ✓ Control and ensure that only authorized personnel are provided access to the Aspire workplace.

This section explains the procedure for issuing ID cards. The different types of ID cards are:

- ✓ ID card for regular employees – Blue tag
- ✓ ID card for Visitors– Green tag
- ✓ ID card for customers– Yellow tag
- ✓ ID card for vendors– Red tag
- ✓ Temporary ID card– Violet tag

ID CARD USAGE GUIDELINE



- ✓ Photo ID cards are issued to all Aspirians/ Contractors and wearing it is mandatory while inside office premises and while travelling in Aspire arranged vehicles
- ✓ Security/Transport staffs are authorized to check and ask for ID Cards of the employees at any place and will report violations to the HR/ Facilities Department.
- ✓ Security/Transport staff can also deny an employee entry to the premises/vehicles when he/she does not possess an ID Card and later grant entry to such employee after establishing his/her identity, in consultation with HR Department.
- ✓ In the absence of a regular/permanent ID Card, a temporary ID Card is issued to authenticate the entry of an Aspirian and it is valid for 7 days, The employee needs to return the same to the Security at before the end of the seventh day, if not penalty of Rs.100 will be imposed considering regular ID card as lost and a new ID card will be issued
- ✓ Security staff can issue a temporary ID card as a stop-gap arrangement for a temporary period of one day. It is the responsibility of the employee availing the temporary ID card to return the card back to the security

ID CARD PERMISSIONS



- ✓ Each employee is responsible for preserving his/her ID Card as it is. Any changes/ alterations made on the ID Card by the employee will be considered as forgery.
- ✓ ID card is not transferable. Exchange of access cards or proxy usage is not allowed and will be dealt with severely
- ✓ Loss or robbery of ID Card and Access Card should be immediately reported to the HR/Facilities team and a new ID card can be requested

ACCESS CARD POLICY



- ✓ Access card policy provides the guidelines for issue and usage of access card
- ✓ Access cards are issued to all Aspirians, Contract employees and Vendors (Security & Housekeeping).
- ✓ Access cards are used to Regulate access to certain sensitive office areas and departments
- ✓ Record entry and exit time of each and every Aspirian for attendance purpose.

ACCESS CARD PERMISSIONS



- ✓ An Aspirian will be issued a regular access card which will provide access to any of the work bays
- ✓ Entry will be restricted to Server room/Data Centre, HUB Rooms, UPS rooms and Electrical Rooms as detailed in the Access card policy
- ✓ Access card is not transferable. Exchange of access cards or proxy usage is not allowed and will be dealt with severely
- ✓ Tailgating along side another aspirian for entry/ exit to a work area is prohibited and every Aspirian should always swipe in/ swipe out alternatively to enter/ exit a work area

HANDLING LOST ID CARDS



- ✓ Lost/stolen cards should be immediately reported to HR/Facilities
- ✓ Employee must raise a helpdesk ticket(help.systemadmin@aspresys.com) to Facilities to obtain a new access card and will be charged INR 300 for the new card
- ✓ Employee will also be required to sign an undertaking stating that the old card will be returned to the company in case it is found at a later stage

ASSET HANDLING



- ✓ Customer provided assets are required to be maintained as part of resources status form (RSF)
- ✓ Any asset (Like mobile device) should be returned when moving out of the project
- ✓ Exit clearance form would be used to ensure that the resources have returned their assets before leaving the organization

THANK YOU :)