**Code and Digital Asset Management Policy**

**Purpose:**

This policy has been created to define how we manage, create, update and store our code and digital assets.

**Scope:**

This Policy applies to all employees.

**Defintions:**

A digital asset is generally anything that is created and stored digitally, is identifiable and discoverable, and has or provides value.

Code is different languages written in a specific sequence to send the computer a set of instructions.

**Policy Statement:**

We will secure and share digital assets by keeping it in a shared filesystem which can only be accessed on premises with your company provided details. Different folders will have different access levels. We will manage the assets by keeping the files in their relative folders in the filesystem.

**Procedures:**

To request access to a file that you don’t have already have access to, you will need to lodge a formal application to your supervisor who will then pass it on to the CEO.

**Related Policies:**

* Communication guidelines
* Recruitment and Hr policy
* Player Data Protection and Usage policy