

**Security Responsibilities****CogDev Malaysia SDN BHD****Security Responsibilities****Introduction**

Security responsibilities of the Associate are addressed during the recruitment stage. These are documented in the Non-disclosure, H1 and L1 Agreements, which are signed by the Associate during the joining process. The disciplinary action, which may be taken against violation of security requirements, is also mentioned.

**Including security in job responsibilities**

All Associates of Cognizant shall adhere to the Organization Security Policy. The various dimensions covered in the Security Policy at Cognizant include Physical Security, Logical Security, Network Security, Desktop Security and Anti-virus Security. It is mandatory for Associates to comply with all these dimensions of security as mentioned below:

- All Associates shall display their ID cards within the office premises.
- Any electronic items like laptops, mobiles etc shall be declared before entering the facility.
- No material shall leave the facility without approval from authorized personnel.
- Any vendor/customer shall be accompanied by an Associate within Cognizant premises.
- Associates shall adhere to the defined security procedures for various operating systems and databases.
- Associates shall not log on to non-business sites. This has been ensured through HTTP authentication and non-business filtering.
- Desktop Policy shall be adhered to.
  - Cognizant Certified Screensaver and wall paper shall be used on the desktop.
  - Clear desk policy shall be followed.
  - Anti-virus software shall be regularly updated by the Associates.
  - Associates shall keep their password confidential and shall not jot-down their password and or store it as a macro.
  - All Associates shall ensure that confidential information is not disclosed through phone, mail etc. This is ensured by signing an NDA (Non-disclosure agreement) when an employee enters the company. For privileged users, NDA covering additional terms & conditions shall be signed.

**Disciplinary Process**

All employees should adhere to the Organization security policies. Any breach in the defined policies shall be considered as a serious violation and will be referred to the Senior Management Committee for appropriate disciplinary action.

**DEFAULT USER RIGHTS ON COGNIZANT NETWORK**

The high level guidelines for implementing desktop policy are outlined as follows. The associate is required to go through the below mentioned points and sign the rights document failing which a user id will not be provided:

**Physical Access:**

Associates shall not be allowed to open or move the Computer System, for any reason.

**Desktop BIOS settings:**

- BIOS Setup Password:
  - The BIOS Setup password shall be enforced on all desktop and only known to NSS personnel.
- Power On /Boot Password:
  - The Power-on password shall be enforced on all desktops. This will serve as a first level access security for the desktops.
- Booting process:
  - Booting from active devices like CD-ROM, Floppy Drive, Boot ROM etc. shall be disabled.

**User Level Access Rights:**

- The Associate shall not be a part of the local Administrators/Power Users group. Administrator access shall be removed from the desktop so that the Associate cannot install any software or make any changes to the system settings.
- Associates shall not be permitted to share any folders in their machines.
- Associates shall be advised not to download technical literature / white papers, shareware / freeware software tools etc. from the Internet.
- Associates shall not be allowed to change the basic settings like default IP Address, Service Pack, System Partition, and Default Services etc.

**Standard Wallpaper & Screen Saver Implementation:**

The standard wallpaper & screen saver [designed by Cognizant] shall be enabled with password protection and an idle timeout of 5 minutes, to prevent unauthorized access.

**Operating System Level Security:**

To avoid any misuse or unauthorized access, the following OS level restrictions shall be implemented by changing the appropriate registry values:

- Issuance of Anonymous User Accounts shall be restricted.
- Only Administrators shall be allowed to change/configure NT Base objects such as files, printers and processes.
- Only Associates having valid user ID & password shall be allowed to log on to the system.
- Automatic Logon shall be disabled.
- Caching of logon credentials shall be disabled.
- Names of previously logged-on users shall not be displayed in order to protect the secrecy of user names.
- Only Administrators shall be allowed to use the scheduler service with the AT Command.
- The NT Page file shall be cleared on system shutdown to prevent a publicized attack to use any information saved on the paging file.

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I have read, understood and agree to the above.

Date : 11/04/2013