Workstation Policy

Version 2.6

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Prepared By

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Reviewed and Approved By

Version	Date	Reviewed by	Approved By	Owner
1.0	12/06/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
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1. PURPOSE

To prepare guidelines to ensure an effective usage of workstations by the users

2. SCOPE

This policy applies to workstations owned and/or operated by AEL Data network.

3. ROLES AND RESPONSIBILITIES

The responsibility of effective implementation of this policy lies with IT & IS Head.

4. REFERENCE STATEMENTS

4.1. Inventory should be maintained for all Desktops on regular basis.
4.2. Define the NetBIOS name as per the Asset Management Policy.
4.3. All workstations must have an Asset Tag Engraved or a tamper proof seal / sticker.
4.4. Make two hard disk partitions one for operating system & the other for the applications.
4.5. Restrict users to log on locally, except the local administrator for maintenance purposes.
4.6. A Strong password must be set for local administrator account, Refer to Password Policy for more details.
4.7. Workstation will run software and hardware image as agreed with Client or IT & IS Head.
4.8. All workstations must run AEL Data approved and licensed antivirus
4.9. Operating system's service packs and security patches must be updated regularly according to Patch Management Policy.
4.10. Enable password for Microsoft Outlook folder (.pst file), if applicable.
4.11. Keyboard and mouse must be PS2 and not USB based.
4.12. Wireless (WiFi), Bluetooth and Infra Red must be disabled on production systems.
4.13. All unnecessary ports must be blocked on productions systems.
4.14. Users are not authorised to deploy / install on workstation any software. All software will be installed by IT support staff only.

5. COMPLIANCE

5.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.
5.2. Audits will be managed in accordance with the Information Security Audit Procedure.
5.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

6. EXCLUSIONS

There are no exclusions to the above guidelines

7. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.