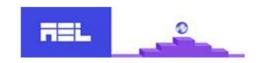


# **Antivirus Policy**

Version 2.7

# **Document version control page**

**Prepared By** 



Version	Date	Author	<b>Update Description</b>
1.0	12/06/08	JayaseelanJ	Initial Issue
1.1	22/08/08	JayaseelanJ	Format changes
1.2	10/09/09	JayaseelanJ	Policy Document Reviewed
1.3	12/07/2010	J.Jayaseelan	Policy Document Reviewed
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1.5	27/06/2012	Jayaseelan J	Policy Document Reviewed
1.6	27/06/2013	Jayaseelan J	Policy Document Reviewed
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2.5	06/12/2021	Santhosh S	Policy Document Reviewed
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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
1.1	22/08/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
1.2	10/09/09	HR Director	Mr. R.Kumar	ISM
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1.4	28/11/2011	HR Director	Mr. R.Kumar	ISH
1.5	27/06/2012	HR Director	Mr. R.Kumar	ISH
1.6	28/06/2013	HR Director	Mr. R.Kumar	ISH

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1.7	21/06/2014	HR Director	Mr. R.Kumar	ISH
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2.2	12/06/2019	HR Director	Mr. R. Kumar	ISH
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2.5	06/12/2021	HR Director	Mr. R. Kumar	ISH
2.6	02/12/2022	HR Director	Mr. R. Kumar	ISH
2.7	05/12/2023	HR Director	Mr. R. Kumar	ISH

### 1. PURPOSE

To protect software & data by using of appropriate software, guidelines and security measures from

- Viruses
- Worms
- Trojans
- Other malicious code

## 2. SCOPE

This policy applies to all computers that are based within the Organisation network or are utilizing its resources through file directory sharing. The name of Computer includes:

- Desktops
- Laptops
- File/Web/FTP/Print Servers
- And other computer based equipments

## 3. ROLES AND RESPONSIBILITY

## **IT Services Desk**

- They are responsible for creating procedures that ensure anti-virus software is running at regular intervals, and computers are verified as virus-free. Failure to do so would result in the compromise of the entire Organisation network and the valuable data that resides in it.
- They should also conduct sampling tests on employees' workstations to ensure that the latest virus signatures have been updated.
- A monthly report should be sent to the CISO giving the sample test report.

 $\pmb{\mathsf{Users}}$  - The users must be familiar with the policy and follow the guidelines as stated in the policy.

## 4. REFERENCE STATEMENTS

4.1. All computers within AEL Data must have Management approved anti-virus (Third party & inbuilt) software installed.



- 4.2. Weekly scheduled scanning must be enabled to run at regular intervals.
- 4.3. Anti-virus software and the virus signature files must be kept up-to-date.
- 4.4. Virus-infected computers must be removed from the network until they are verified as virus-free.
- 4.5. Any activities with the intention to create and/or distribute malicious programs into AEL Data networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are strictly prohibited.
- 4.6. Any occurrence of virus/worm like activity should be reported immediately to the IT Services Support Desk.
- 4.7. Computer files received from unknown source should not be opened till antivirus scanning has been done.
- 4.8. Never open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.
- 4.9. Delete spam, chain, and other junk email without forwarding, as they may contain viruses.
- 4.10. Back-up critical data and system configurations on a regular basis and store the data in a safe place to safeguard from data loss due to virus attacks.
- 4.11. If operation conflicts with anti-virus software, run the anti-virus utility to ensure a clean machine, disable the software, then run the desired operation. After the operation, enable the anti-virus software. When the anti-virus software is disabled, do not run any applications that could transfer a virus, e.g., email or file sharing.
- 4.12. Antivirus report needs be generated on a 3 months once and shared with the CISO.

### 5. COMPLIANCE

- 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. EXCEPTIONS

There are no exceptions to the above guidelines. Unless required for a specific application / purpose, this must be approved by CISO in writing.

### 7. ENFORCEMENT

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