



# ***Workstation Policy***

***Version 2.8***



## Document version control page

### Prepared By

Version	Date	Author	Update Description
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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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1.5	27/06/2012	HR Director	Mr. R.Kumar	ISH
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2.8	04/12/2024	HR Director	Mr.R.Kumar	ISH



## **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.