

ANTI VIRUS POLICY

Policy Category :		IT		
Policy Name :		Anti-Virus Policy		
Version :		1.0		
Effective Date:		1-August-2015		
Version History				
#	Description Of Change	Date Of Release	Version No.	Approved By
1	Release	1-August-2015	1.0	Lalit Jain

Objective:

- To protect the organizational resources against intrusion by viruses and other malware.
- Computer protection and prevention from malicious software for all personal computers.

Policy Statement:

This policy applies to all computers or devices that connect or utilize the CresTech network, file directories, or any network server interaction.

Guidelines:

- The company has to deal with the threat of invasive viruses, risk of theft of hardware and software, unauthorized access of data, and the maintenance system security.
- Do not open any attachments from unreliable sources. Attachments are the most common means of virus attacks.
- All users are to ensure that the virus scan software is running on their PC. If possible, set the software to scan the PC hard drive daily. The users could also leave the software running on the background to warn them, if they open any infected files, and prevent viruses from spreading.
- In case of virus detection, the users are to contact the IT team immediately. All virus attacks must be reported and handled as security incidents as per the Incident Management Procedure.
- Never copy, download, or install files from unknown, suspicious, or untrustworthy sources or removable media.
- Back up critical data and systems configurations on a regular basis and store backups in a safe place.