

Computer & IT Policies and Procedures Manual

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Policy: The Company shall develop a set of IT asset standards to minimize the complexity and the cost of building and managing Information Technology systems.

Purpose: To specify and delineate minimum standards for Information Technology assets under the Company's control.

Scope: This standard shall apply to all company-controlled Information Technology assets.

Responsibilities:

Information Technology Manager: are responsible for reviewing Information Technology asset standards.

The Information Technology Asset Manager: is responsible for developing the Company's Information Technology asset standards, for reviewing such standards from time to time with Information Technology Managers, and for communicating these standards in an effective and timely manner to the Tech Support Manager.

The Tech Support Manager: is responsible for implementing the Company's Information Technology asset standards.

The Human Resources Manager: is responsible for communicating special employee requirements to the Information Technology Asset Manager.

Definition: **Information Technology Asset** - Any computer hardware, software, Information Technology-based/Company information, related documentation, licenses, contracts or other agreements, etc.

Procedure:

6.0 IT ASSET STANDARDS DEVELOPMENT

6.1 The Information Technology Asset Manager shall conduct a periodic assessment of Information Technology asset standards (at least once a year), in particular noting employee growth to determine if the employees should become part of the standards.

6.2 The Information Technology Asset Manager shall develop Company Information Technology asset standards, based on information that may be contained in: