

Policy Domain	Clean Desk Policy	Creation Date	10 th Feb 2021
		Classification	Internal
		Version	1.0
		Doc. Owner	IT Head

Document Control			
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Document Modification History							
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Document Control

- This document is subject to version control and shall be managed by IT Head. Any request for amending this document shall be approved by Director. The IT Head shall review this document at least once in a year and/or when there is a significant change in technology adopted, business objectives, identified threats, legal environment, social climate and business processes.
- The document is available on Helpdesk Portal under Announcement and Server shared folder under AETL Policies and provided with HR Joining Kit, in non-editable pdf format and all the employees are expected to read and adhere to it. The approved and signed copies are available with IT Team, which can be used for audit purpose only. IT Team is responsible for maintaining updated copy of this document and its effective communication within Advanced Enzymes (AETL).

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1. Overview

A Clean Desk Policy is an important security and privacy control. A clean desk policy ensure that all sensitive/confidential materials are removed from an end user workspace and locked away when the items are not in use or an employee leaves his/her workstation.

2. Purpose

The purpose of this policy is to specify guidelines of Clean Desktop/Laptop Policy at AETL. The purpose for this policy is to establish the minimum requirements for maintaining a “clean desk” – where sensitive/critical information about our employees, our intellectual property, our customers and our vendors is secure in locked areas and out of site.

3. Applicability

The policy applies to all employees and workstations of the AETL.

4. Policy Norms

- Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
- Computer workstations must be locked when workspace is unoccupied.
- Computer workstations must be shut completely down at the end of the work day.
- Any Restricted or Sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the work day.
- Sensitive or critical information in any form should be locked away (ideally in fire-resistant safe) when not in use.
- If laptops are left in office, they must be either locked with locking cable or locked away in a drawer.
- Computer/Digital media should be stored in safe place when not in use especially beyond work hours.
- Users should not keep confidential data on desktop/laptop screen as it can be easily viewable by unauthorized people and there may be threat to data confidentiality.

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- Any paper/ preprinted documents when disposed should be shredded to pieces using shredders maintained for the purpose in the company.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Printouts containing Restricted or Sensitive information should be immediately removed from the printer.

5. Monitoring and Control

It is the responsibility of IT team to monitor and review that Employees/Outsource Service Providers is adhering to the defined Policy Norms and following it.

6. Roles & Responsibility Matrix (RACI)

Activity \ Role	IT Head	ISMS Steering Committee	Internal Users	External Users	Exempted
Authoring of this document	RA	RA	-	-	-
Approval of this document	I	CI	-	-	-
Sign-off of this document	CI	CI	-	-	-
Application of this document	RA	RA	RA	RA	-

R	Responsible
A	Accountable
C	Consulted
I	Informed

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7. Policy Review

The policy will be reviewed every year or if there is any major change in IT Infrastructure to incorporate changes if any.

IT Head will be responsible for reviewing the policy and communicating the changes made therein.

8. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

9. Risk for Non-Compliance

Risks arising due to non-compliance with this Policy include, but not limited to:

- Unauthorized Access
- Information leakage
- Violation of IPR, laws and regulation

10. ISMS Steering Committee Members

1. Mukund Kabra (Director)
2. B. P. Rauka (CFO)
3. Maruti Divekar (IT Head)

11. AETL IT Helpdesk Contact Details

- Logging an online support request: <https://192.168.2.7:8080>
- Email: it.helpdesk@advancedenzymes.com
- Telephone: **022 41703234**