

**CAROLINA FAMILY HEALTH CENTERS, INC.**  
**POLICY & PROCEDURE**



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**MANUAL:** Volume III

**SUBJECT POLICY:** Physical Security of Information  
Systems

**SUBJECT PROCEDURE:**

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**NUMBER:** IS-12

Page 1 of 1

**EFFECTIVE DATE:** October 2014

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**SECTION:** Information Systems

**REVIEWED:** 08/16

**REFERENCE POLICY:**

**REFERENCE PROCEDURE:** IS-12

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**RESPONSIBILITY:** Chief Financial Officer

**APPROVAL:**

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**CEO APPROVAL:** **APPROVED**

**BOARD APPROVAL:**

**DATE:** 8-22-16

**DATE:** 8-23-16

**APPROVED**

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**I. PURPOSE**

The purpose of this policy is to protect Carolina Family Health Centers, Inc.'s (CFHC, Inc.) physical information systems by setting standards for secure operations.

**II. POLICY**

It is the policy of CFHC, Inc. to provide a site for Information Technology (IT) operations that is secure and free of unnecessary environmental challenges. At a minimum, the site should meet the following criteria:

- The site should not be particularly susceptible to fire, flood, earthquake, or other natural disasters.
- The site should not be located in an area where the crime rate and/or risk of theft is higher than average.
- The site should have the fewest number of entry points possible.

This policy applies to the physical security of the company's information systems, including, but not limited to, all company-owned or company-provided network devices, servers, personal computers, mobile devices, and storage media. Additionally, any person working in or visiting the company's office is covered by this policy.

Please note that this policy covers the physical security of the company's IT infrastructure, and does not cover the security of non-IT items or employees.