



Asset Management Policy

Policy Owner: Rohan Ganachari

Effective Date: August 17th, 2023

Purpose

To identify organizational assets and define appropriate protection responsibilities. To ensure that information receives an appropriate level of protection in accordance with its importance to the organization. To prevent unauthorized disclosure, modification, removal, or destruction of information stored on media.

Scope

This policy applies to all Finsweet owned or managed information systems.

Policy

Inventory of Assets

Assets associated with information and information processing facilities that store, process, or transmit classified information shall be identified and an inventory of these assets shall be created and maintained.

Asset Registration and Ownership

All software assets and third-party services, whether purchased, licensed, or otherwise acquired, must be registered upon acquisition. The registration process should capture key details such as the software type, version, and assigned user. Assets maintained in the inventory shall be owned by a specific individual or group within Finsweet.

Asset Tracking

Each software asset must be tracked throughout its lifecycle, from acquisition to end of life. The assigned user must notify the Finsweet Security Officer (FSO) of any changes to an asset's status immediately and the same should be updated in the inventory promptly.

Acceptable Use of Assets

Rules for the acceptable use of information, assets, and information processing facilities shall be identified and documented in the [Information Security Policy](#).

Loss or Theft of Assets

All Finsweet personnel must immediately report the loss of any information systems, including portable or laptop computers, smartphones, PDAs, authentication tokens (one-time-password generators, or personally owned smartphones or devices with a Finsweet software authentication token installed) or other devices that can store and process or help grant access to Finsweet data.

Return of Assets

All employees and third-party users of Finsweet equipment shall return all of the organizational assets within their possession upon termination of their employment, contract, or agreement.

Handling of Assets

Employees and users who are issued or handle Finsweet equipment are expected to use reasonable judgment and exercise due care in protecting and maintaining the equipment.

Employees are responsible for ensuring that company equipment is secured and properly attended to whenever it is transported or stored outside of company facilities.

All mobile devices shall be handled in accordance with the [Information Security Policy](#).

Excepting employee-issued devices, no company computer equipment or devices may be moved or taken off-site without appropriate authorization from management.

Asset Disposal & Re-Use

Please refer to BYOD policy within [Information Security Policy](#) for more information.

Customer Asset Return

Any physical assets owned by customers shall be promptly returned to the customer following service termination in accordance with the terms of contract or service agreement.

Exceptions

Requests for an exception to this policy must be submitted to the FSO for approval.

Violations & Enforcement

Any known violations of this policy should be reported to the FSO. Violations of this policy can result in immediate withdrawal or suspension of system and network privileges and/or disciplinary action in accordance with company procedures up to and including termination of employment.

Policy Review and Update

This policy will be reviewed annually, or as necessary due to significant changes in the operating environment or business model. Any updates to this policy will be communicated to all stakeholders and appropriate measures will be taken to ensure their compliance.

Version	Date	Description	Author	Approved by
1.0	17-Aug-2023	Submit for approval	Rohan Ganachari	Joe Krug