



Approved Software Policy

Policy Owner: Rohan Ganachari

Effective Date: July 27th, 2023

Purpose

To ensure a secure and standardized software environment for employees of Finsweet.

Scope

This policy applies to all employees of Finsweet who work remotely and utilize their personal devices for company-related tasks. As there is no physical office location, employees are required to adhere to this policy to maintain consistent software usage and uphold security standards.

Policy

1. **Approved Software List:** Finsweet will maintain a centralized "Approved Software" list, which includes a curated selection of software applications that have undergone security, compatibility, and compliance assessments. Employees must use only the software applications listed in the "Approved Software" list to carry out their work duties.
2. **Use of Web Versions:** Finsweet highly recommends that employees use web-based versions of the approved software whenever possible. Utilizing web versions ensures that all data is stored securely in the cloud, enhancing data accessibility and minimizing the risk of data loss due to device-related issues.
3. **Downloadable App Usage and Data Sync:** In cases where employees need to use downloadable apps from the "Approved Software" list, they must ensure that all work and data created on such apps must be synced with the cloud within 24 hours of its creation to prevent data loss and facilitate data access by authorized personnel.
4. **Two-Factor Authentication (2FA):** To enhance account security, Finsweet strongly recommends all employees enable Two-Factor Authentication (2FA) for their user accounts on all work-related software. 2FA is mandatory for all accounts that access sensitive user data. Employees are recommended to refer to [Access Control Policy](#) for more information.
5. **Unauthorized Software:** Any software not listed in the Approved Software Table is considered unapproved and must not be used for any work-related tasks involving Finsweet's data or sensitive information, unless explicit permission is granted by the FSO.

Approved Software Table

See <https://www.notion.so/finsweet/Approved-Software-List-144dbda049ba40c8982da983db20aa11?pvs=4>

Compliance

Failure to comply with this Approved Software policy may result in disciplinary action, up to and including termination of employment. The team leaders are responsible for monitoring compliance with this policy and taking necessary action for violations.

Policy Review and Updates

This policy will be reviewed annually or as required to ensure its effectiveness, and updates to the Approved Software Table will be communicated to all users. The FSO reserves the right to amend the Approved Software Table as needed, based on changes in software availability, security, functionality, or business requirements.

By accepting employment with Finsweet, employees acknowledge their understanding of this policy and their commitment to adhering to its guidelines, including using only approved software, data synchronization practices, and enabling Two-Factor Authentication (2FA) for enhanced account security.

Version	Date	Description	Author	Approved by
1.0	27-Jul-2023	Submit for approval	Rohan Ganachari	Joe Krug
1.1	23-May-2024	Updated URL for Approved Software Table	Rohan Ganachari	Joe Krug