



# Software Installation Policy

ChilledWeb Limited

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## Overview

Allowing employees to install software on company computing devices opens the organisation up to unnecessary exposure. Conflicting file versions or DLLs which can prevent programs from running, the introduction of malware from infected installation software, unlicensed software which could be discovered during audit, and programs which can be used to hack the organisation's network are examples of the problems that can be introduced when employees install software on company equipment.

## Purpose

The purpose of this policy is to outline the requirements around installation software on ChilledWeb computing devices. To minimise the risk of loss of program functionality, the exposure of sensitive information contained within ChilledWeb's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

## Scope

This policy applies to all ChilledWeb employees, contractors, vendors and agents with a ChilledWeb-owned mobile devices. This policy covers all computers, servers, smartphones, tablets and other computing devices operating within ChilledWeb.

## Policy

- Employees may not install software on ChilledWeb's computing devices operated within the ChilledWeb network.
- Software requests must first be approved by the requester's manager and then be made to the Director in writing or via email.
- Software must be selected from an approved software list, maintained by the Director, unless no selection on the list meets the requester's need.
- The Director will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.

## Exceptions

Any exception to the policy must be approved by the Directors in advance.



## **Non-Compliance**

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