

Asset Management Policy



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| Version number | 2.0 |
| Last Approved | Mar 7, 2025 |
| Classification | PUBLIC |

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Overview [🔗](#)

The Asset Management Policy defines responsibilities for Company assets at all levels of the business. Roles are defined and the global inventory system is explained.

Applicability [🔗](#)

The applicability of this statement falls under the purview of the [Security Documentation Overview](#).

Purpose [🔗](#)

The Asset Management Policy provides the processes and procedures for governing the Company asset lifecycle while the Company is using an asset. An inventory must be created and maintained to support the Company's mission. This inventory must be current and reflect the current assets owned and operated by the Company.

Scope [🔗](#)

This policy applies to all Company systems and employees.

Assets Management Policy [🔗](#)

Roles and responsibilities [🔗](#)

- **Asset owners:** Individuals responsible and accountable for the assets, including data within the Company. Asset owners should specify the controls required for asset protection and collaborate with custodians to make sure they are put into place and properly functional. Asset owners shall review users' access rights at regular intervals, per [📄 Access Management Policy](#).
- **Asset custodians:** Users who have technical control over an information asset dataset. Usually, this person has the administrator/admin, sysadmin, or root account equivalent of access
- **Users:** Any employee, contractor, or third-party provider who is authorized to access assets

Inventory [🔗](#)

The Company, maintains a centralized inventory of assets. For each asset, the Company documents sufficient information to identify the asset, location, owner, etc.

The inventory should be available for review at all times.

Assets shall be handled in accordance with the information classification scheme adopted by the Company, see [📄 Information Classification and Handling Policy](#).

Management [🔗](#)

Management is responsible for ensuring the inventory is kept updated to determine appropriate ownership, usage, and if needed, disposal of assets.

Asset Usage [🔗](#)

Refer to [📄 Acceptable Use Policy \(AUP\)](#) for User Responsibilities.

Asset Disposal [🔗](#)

All retired and dismissed assets are marked as retired, destroyed, or recycled per [📄 Data Retention, Destruction and Disposal Policy](#).

Document control [🔗](#)

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| Required Approver(s) and Approval Date | @Aleksandr Zaldak | Mar 7, 2025 | |
| Review cycle | ANNUAL | | |
| Next review date | Mar 6, 2026 | | |

Version History [🔗](#)

| Date | Author(s) | Version | Changes |
|--------------|---|---------|---|
| Mar 7, 2025 | @Aleksandr Zaldak | 2.0 | Annual review |
| Nov 1, 2024 | @angelina.kilmer | 1.4 | Changed Policy classification from Confidential to Public |
| Mar 22, 2024 | @Aleksandr Zaldak | 1.3 | General language |
| Mar 19, 2024 | @Sarah Zwicker (Unlicensed) @Art Machado | 1.2 | References to applicable policies added |

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| Nov 8, 2023 | @Aleksandr Zaldak @Art Machado | 1.1 | Full review of the policy. Language and content has been changed to ensure it meets the requirements of everyone within the scope of the policy. |
| Mar 1, 2018 | @Aleksandr Zaldak | 1.0 | Original |