Asset Management Policy

Version number	2.1
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Classification	`PUBLIC`

Overview

The Asset Management Policy defines roles and responsibilities for maintaining inventory of Company assets and managing the lifecycle of these assets.

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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Document Owner	Aleksandr Zaldak	
Author(s)	Aleksandr Zaldak, Art Machado	
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Version History

Date	Author(s)	Version	Changes
Aug 21, 2025	Paul Gordon	2.1	Minor text change, no material 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 Art Machado	1.2	References to applicable policies added
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