



Physical & Environment Security Policy

Version 1.0

- 1. Purpose:** Efficient and effective management of IT assets throughout their lifecycle.
- 2. Compliance** with regulatory requirements and maximizing return on investment.
- 3. Procurement:**
 - Approval process for IT asset purchases.
 - Vendor selection based on competitive evaluation.
 - Documentation and record-keeping of purchases.
- 4. Deployment and Management:**
 - Maintain accurate inventory of IT assets.
 - Tracking, monitoring, and periodic audits of assets.
 - Regular maintenance, upgrades, and user responsibility.
- 5. Replacement and Retirement:**
 - Assess assets' performance, reliability, and alignment with business requirements.
 - Establish a formal replacement strategy based on asset lifecycle assessment.
 - Secure disposal of retired assets and data.