

<b>Policy Domain</b>	<b>Software Asset Management Policy</b>	<b>Creation Date</b>	10 <sup>th</sup> Feb 2021
		<b>Classification</b>	Internal
		<b>Version</b>	1.0
		<b>Doc. Owner</b>	IT Head

<b>Document Control</b>			
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<b>Document Modification History</b>							
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2.							
3.							

### Document Control

- This document is subject to version control and shall be managed by IT Head. Any request for amending this document shall be approved by Director. The IT Head shall review this document at least once in a year and/or when there is a significant change in technology adopted, business objectives, identified threats, legal environment, social climate and business processes.
- The document is available on Helpdesk Portal under Announcement and Server shared folder under AETL Policies and provided with HR Joining Kit, in non-editable pdf format and all the employees are expected to read and adhere to it. The approved and signed copies are available with IT Team, which can be used for audit purpose only. IT Team is responsible for maintaining updated copy of this document and its effective communication within Advanced Enzymes (AETL).

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## 1. Overview

Software Asset Management (SAM) is set of procedures and processes necessary for the effective management, control and protection of software assets within the organization, throughout all stages of their lifecycle.

This policy document sets forth the management processes, tools and strategies for effective management of software assets.

## 2. Scope

The scope of this document is to provide details related to the management and handling of IT assets.

## 3. Policy Objective

It is the policy of Advanced Enzymes (company) to comply with all software copyrights and license agreements terms/conditions that apply to company owned software installed on various IT machines.

These guidelines apply to all users of the IT Facilities. All users should be aware of these guidelines, their responsibilities and legal obligations. All users are required to comply with these guidelines and associated IT policies.

## 4. Software Use

Licensed copies of software and applications shall be deployed on the computer systems within AETL and in accordance to the license agreements, appropriate backups shall be made. No additional or other copies shall be made without the permission of the software owner or publisher.

Any unauthorized usage or deployment of a copyrighted software or piracy shall be treated as unlawful and shall be non-compliance towards the Acceptable Use Policy. Employees found or reported towards the non-compliance of the policy shall be liable to undergo appropriate disciplinary action.

Assistance with software copyright or license arrangements can be obtained from the IT Helpdesk and IT support teams.

## 5. Software Asset Management Lifecycle (Process Flow) Identification:

Selection of software is a collaborative process between IT department and other departments. It is the responsibility of IT department head to identify the software requirement of AETL by involving all the stake holders. A recommended list of centrally purchased software will be presented in the annual meeting of AETL.

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**Refer to Annexure 1 for the list of approved software.**

**Acquisition / New software Check-in:**

1. To purchase software, users should obtain approval from their Head of Department and IT head. Necessary business justification, period of use, type of license and quantity of licenses should be provided along with the request.
2. Once the software has been received and installed, the IT Support person under the supervision of IT head is responsible for ensuring that the original media, license documents, manuals and other associated material are securely and appropriately stored as AETL managed assets.
3. The list of approved software will be updated to reflect the new acquisition.

**Software Distribution:** Software licenses will be distributed by the central IT team to different units and locations based on the following process:

1. User should check the approved software list for the availability of the desired software. In case the desired software is not part of the approved list, user needs to follow “Acquisition / New Software Check-in” process.
2. User should send in the request with necessary approvals from department heads.
3. IT team will check the availability of license and proceed with installation after ensuring availability of all necessary approvals and sufficient number of licenses count.
4. Software Inventory register will be updated with the updated count of deployed and available licenses.

**Software Inventory:**

1. The IT team shall maintain a register of all purchased software installed on all applicable IT assets.
2. The software register should include the following information (as a minimum):
  - a. Name of the software.
  - b. Software vendor’s name.
  - c. Date software was ordered.
  - d. Serial number/asset no. of the hardware on which each copy of the software is installed.
  - e. Name of the authorized user(s).
  - f. A list of the associated documents/manuals and their location. In particular, this item should reference the location of the original software media and the license agreement document.
  - g. Serial number (software key) of the software (where applicable).
  - h. Software agreement expiry date (if applicable)
  - i. Software renewal date (if applicable)
  - j. Purchase Order details

**Software Removal**

1. The IT team or their nominated representatives are responsible for ensuring that licensed software is removed from IT facilities when the software license expires. They are also responsible for ensuring that the original media, license documents, manuals and other associated material are disposed of in accordance with the relevant license terms and conditions.
2. Software should also be removed if it is no longer required, if the license has expired, or if the person who owns the machine terminates employment with the organization.

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## 6. Shareware, Freeware and Trial Software

1. Shareware, freeware and trial software is copyrighted software that is distributed freely.
2. All installations of shareware, freeware or trial software should be reported to either IT team or IT Head or their nominated representatives, and records are to be kept in the software asset database.
3. It is the responsibility of the end user to ensure any freeware, shareware or trial software installed on any device they use which connects to the organization's computer network is installed and maintained in accordance with the software licensing agreement.

## 7. License Management

### Reconciliation

Software reconciliation shall be carried out on a yearly basis at unit/ location level.

### Periodic Scans/Audit Compliance

A periodic compliance and spot checks shall be carried out organization wide; to ensure the software usage is in compliance all software installed and being used is legitimate.

### Roles & Responsibilities

The following responsibilities apply:

1. The IT team is responsible for ensuring that the organization uses only appropriately licensed software and that each software item is used in accordance with its prevailing license agreement.
2. The IT team or their nominated representatives are responsible for ensuring that all site licensed software is used and managed in accordance with these guidelines.
3. Each Plant/Unit should nominate a Software Asset Manager who is responsible for ensuring that software installed at the Plant/Unit level is used and managed in accordance with these guidelines and the prevailing software agreement.
4. All users of organization's IT facilities are responsible for ensuring that their use of software is in accordance with these guidelines.

## 8. Policy Review

The policy will be reviewed on yearly basis or if there is any major change in IT infrastructure to incorporate changes if any.

IT Head will be responsible for reviewing the policy and communicating the changes made therein.

## 9. Enforcement

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

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## 10. Roles & Responsibility Matrix (RACI)

Activity \ Role	IT Head	ISMS Steering Committee	Internal Users	External Users	Exempted
Authoring of this document	RA	RA	-	-	-
Approval of this document	I	CI	-	-	-
Sign-off of this document	CI	CI	-	-	-
Application of this document	RA	RA	RA	RA	-

R	Responsible
A	Accountable
C	Consulted
I	Informed

## 11. ISMS Steering Committee Members

1. Mukund Kabra (Director)
2. B. P. Rauka (CFO)
3. Maruti Divekar (IT Head)

## 12. AETL IT Helpdesk Contact Details

- Logging an online support request: <http://192.168.2.7:8080>
- Email: [it.helpdesk@advancedenzymes.com](mailto:it.helpdesk@advancedenzymes.com)
- Telephone: **022 41703234**

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### Annexure 1: List of Approved Software

S/W Types	NAME OF S/W	PURCHASE DATE	LICENSE / SERIAL KEY	EXPIRY DATE	LAST RENEWAL DATE
Operating System	Windows 7				
	Windows 8				
	Windows 10				
	Windows Server 2012				
	Windows Server 2016				
	Windows Server 2019				
	Suse Linux 12 & 15				
Database	SAP HANA				
	MS SQL				
Supporting Plug-in	JAVA (Current version)	(Freeware)			
	Adobe Flash	(Freeware)			
Office Application	MS Office 2010 Standard				
	MS Office 2013 Standard				
	MS Office 2016 Standard				
	MS Office 2019 Standard				
	Win RAR	(Freeware)			
	WinZip	(Freeware)			
		Adobe Reader (Current Version)	(Freeware)		
	Adobe Acrobat Pro				
S/W Types	NAME OF S/W	PURCHASED DATE	LICENSE / SERIAL KEY	EXPIRY DATE	LAST RENEWED DATE
Anti-Virus	Seqrite End Point Protection				
Business Application	SAP S/4 HANA				
Accounting Software	Tally				

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**Annexure 2: Software License Register**

<b>User Name</b>	<b>System Asset No.</b>	<b>Name of the Software installed on System</b>			
		<b>OS</b>	<b>MS Office</b>	<b>Other S/W1</b>	<b>Other S/W 2</b>

