



Industrial Investment Trust Limited

USER ACCESS MANAGEMENT POLICY

March 10, 2021

Overview:

This policy defines the standards for user access management at Industrial Investment Trust Ltd.

Purpose:

This policy is to ensure the overall security of IITL's systems by making users responsible for their actions.

Scope:

This policy applies to all personnel who have an account or access to any system that belongs to IITL.

Policy:

- A request for access must be made in writing (email or hard copy) by the user. In case of a new employee, the HR Dept. should make the request on his/her behalf.
- Access to IITL's Systems, Applications, Databases, Internet and email services is to be provided by the IT Dept. after receiving a formal notification on email from the Director.
- Access should be provided based on what the user has been approved for rather than what the user has applied for.
- Each user is to be provided a unique user ID so that users can be linked to and made responsible for their actions.
- There is a standard level of access to the internet facility configured in the firewall. Users will have restricted access depending on their work profile. Other services can be accessed when specifically authorized by the Director.
- All user ids must be deactivated and/or passwords must be changed in case of removal of the user from IITL's services.
- Existing list of users and details of level of access provided to them should be maintained in compliance with this policy; it should be updated every year.