

elevaite365

TECH THAT MATTERS

Elevaite365

Asset Management and Media Handling Procedure

Version 1.0

PURPOSE

This policy aims to define the rules for inventorying, configuring, allocation, de-allocation, and disposal of assets within Elevaite365 (herein referred to as Organization)

SCOPE

This policy applies to all IT assets within the organization.

DEFINITIONS

Following is an explanation of various terms used within this document:

- **ISMS:** Information Security Management System
- **Information Security:** confidentiality, integrity, Availability of information.
- **ISG:** Information Security Group

RESPONSIBILITIES

The primary ownership in implementing this policy lies with the IT, DevOps, and Admin Team.

POLICY

All employees and personnel having access to organizational computer systems must adhere to the Asset management and media handling procedure. Organization assets shall be used for business purposes. Employers have a responsibility to protect and safeguard these assets from loss, theft, misuse, damage, and waste to preserve their value. All assets should be categorized based on their importance to the organization's business operations and the potential consequences of a security incident involving them.

Asset Inventorying Physical Asset Inventory

1. An accurate inventory of all the organization's managed hardware must be maintained. All relevant hardware must have asset management tags.
2. All organization-managed hardware must have, at a minimum, the following information documented:
 - a. Asset Name
 - b. Owner
 - c. Location
 - d. Serial Number
3. Asset procurement must be based on capacity planning and requirements agreed upon by Department Heads.
4. All assets must be inventoried in the Asset Inventory, with serial numbers serving as unique identifiers.
5. Wherever possible, assets shall be tagged or labeled using the Asset Tagging scheme developed by the organization.
6. Assets shall be classified using the Information Classification Policy.

Version Details

Version	Version Date	Description of changes	Created By	Approved By	Published By
Version 1.0	Aug 29 2025	Initial Release	Borhan	Borhan,Linh	Borhan