IT POLICY

Introduction

At SKY GROUP, we recognize the importance of effective IT management to ensure security, productivity, and compliance. This IT Policy outlines our guidelines for using information technology within our organization.

Core Principles

1. **Security:** Protecting our digital assets and sensitive information is paramount.

2. **Efficiency:** Efficient use of IT resources enhances productivity

3. **Compliance:** Adherence to legal and industry standards is non-negotiable.

Key Commitments

1. **Acceptable Use Policy** (AUP)

   • Define acceptable use of company devices, networks, and systems.

   • Prohibit unauthorized access, misuse, or distribution of confidential data.

   • Specify consequences for violations.

2. **Bring-Your-Own-Device (BYOD) Policy**

   • Address the use of personal devices (phones, tablets, laptops) on our network.

   • Set security requirements (e.g., VPN usage, malware scans).

   • Clarify responsibilities for device maintenance.

3. **Password and Authentication Policy**

   • Mandate strong, unique passwords.

   • Enforce regular password changes.

   • Promote multi-factor authentication.

4. **Data Backup and Recovery**

   • Regularly back up critical data.

   • Test data restoration procedures.

   • Ensure redundancy for business continuity.

5. **Software Usage and Licensing**

   • Use licensed software only.

- Regularly update and patch applications.
- Prohibit unauthorized installations.

6. **Network Security**

- Secure Wi-Fi networks with strong encryption.
- Monitor network traffic for anomalies.
- Restrict access to sensitive areas.

7. **Incident Response Plan**

- Define steps for handling security incidents (data breaches, malware outbreaks).
- Assign roles (incident coordinator, communication lead).

Implementation

To uphold these commitments:

- All employees must read and acknowledge this policy.
- IT staff will conduct periodic audits for compliance.
- Non-compliance may result in disciplinary action.

Conclusion

Sky Group is committed to responsible IT practices. By following this policy, we safeguard our digital environment and contribute to the company's success.

MANAGING DIRECTOR

Bhavin

SKY GROUP