

Ostim Technical University Telework Policy

This policy has been prepared by the "Remote Working Regulation," which was published in the Official Gazette with issue number 31419 on 10/3/2021, and has been implemented since the COVID-19 pandemic.

1. PURPOSE

The purpose of this document is to define and fulfill remote access and telework requirements for remote work environments such as home, hotel, airport, etc.

This document shall be binding on all employees of the organization and employees of affiliated companies who access or process organization information in a telework environment.

2. SCOPE

All users are responsible for the requirements of the remote working policy and the IT and Technical Support Manager is responsible for managing this policy.

3. POLICY

Introduction

Teleworking or telecommuting can be broadly defined as the use of information systems and telecommunications technology that enable employees to work from a fixed location outside of a controlled corporate environment.

It usually includes remote work setups such as home and non-permanent setups used by a single user. In addition to the inherent information security risks inherent in all telework environments, there should be information security requirements to address specific information security risks in telework environments. Teleworking relates to the permanent extension of the corporate network to the locations of those who work permanently at home/out of the office. It is not related to typical remote access rights.

1. All telework installations must be formally approved by the Head of the Information Management Department according to the security policies in force.
2. Before applying for a telework setup, users must obtain administrative approval (at least manager level) certifying that the telework setup is a business requirement.
3. Authorization for the use of telework setups must be reviewed and re-approved at least every 12 months.
4. Only hardware provided by the organization should be used to remotely access local servers.
5. Employees should ensure that telework setups are used only by authorized personnel.

Remote Work requirements require, at a minimum, physical security measures, such as a separately lockable room or similar location that can house communications and computing equipment.

1. Employees must ensure that the organization has installations in place that prevent physical access to telework installations by others, in particular family members, cleaning or other domestic workers.
2. Before being granted the right to telework, users must also agree to the following requirements: Individual responsibilities governing the right to telework and access to the equipment by others who have access to the systems - Restrictions on permitted working hours, if applicable - Installation of the hardware and communications equipment required for telework must only be performed by authorized company employees.
3. Physical access to corporate information systems used in telework environments must be controlled at all times in accordance with the instructions for use.
4. Employees of the organization must verify appropriate physical security conditions as part of the telework activity.
5. Access violations must be reported according to incident violation management.
6. If necessary, contingency arrangements for telework conditions should be defined and documented in advance according to the telework location.
7. As telework hardware and communication devices are part of the infrastructure managed by the organization, users should not use call forwarding, hosting or other technical means to extend the telework environment beyond the authorized location.

8. The conditions for teleworking should be reviewed regularly. If it is determined that there is no longer a business need for telework, network communications should be disabled and computing and communications equipment should be taken out of use by authorized employees of the company.

In the event of termination of the employee's employment, the deactivation and removal of the teleworking equipment must be done immediately upon notification from the human resources department.

1. All agreements regarding teleworking must be complied with.