IT Policies

- [Hardware policy for new and current employees](#)
- [Hardware Policy for exiting employees](#)
- [USB Data Transfer Disablement Policy / Removeable Media Policies](#)

Hardware policy for new and current employees

eFileCabinet's IT department has collaborated with our executive team to determine the standard equipment needed for each employee's role. Below is a list of standard equipment we issue, note there are variations to the below based on role and business need. As a reminder, all such equipment is provided at the cost of the company and must be returned by the employee at the time employment is terminated.

Office Only or Hybrid Employees

Standard equipment provided in the office:

- Laptop computer
- Hub or dock
- External keyboard or mouse
- External monitors
- Headsets for those employees who are required to make phone calls in their position
- Desk phones as needed for employees who are required to make phone calls in their position

Equipment available upon request for an employee's home office:

- External monitor
- Additional power supply for computer

Equipment available upon request for an out-of-state employee's home office:

- Laptop computer
- Hub or dock
- An external keyboard and mouse
- An external monitor
- A headset if the job position requires them to make phone calls

Computer Life Cycle

- Each employee computer has a life cycle of three years. The start date of the life cycle is the day it was purchased and not the day it was given to an employee. When a computer

reaches the end of three years, the IT team will reach out to the employee with instructions for moving to a new computer.

- There is some flexibility to this policy based on employee preference and current budget.

Hardware Policy for exiting employees

Current policy is that when an employee leaves they are required to return all Company property. Anything they fail to return is deducted from their last paycheck.

USB Data Transfer Disablement Policy / Removeable Media Policies

Policy Statement:

This policy outlines the guidelines and restrictions regarding the use of USB ports for data transfer on all corporate computers within Revver. The purpose of this policy is to enhance data security, prevent unauthorized access, and mitigate the risk of data breaches.

Scope:

This policy applies to all employees, contractors, and third-party individuals who have access to corporate computers owned or managed by Revver.

Policy Guidelines:

- USB Port Disablement:
  - All USB ports on corporate computers will be disabled to prevent data transfer via USB devices.
- Exceptions:
  - Exceptions to this policy may be granted on a case-by-case basis and must be approved by the Revver IT Team.
  - USB ports on specific computers may be enabled for legitimate business reasons, subject to approval and monitoring.
- Approval Process for Exceptions:
  - Employees requesting an exception must submit a written request to their respective department head or supervisor.
  - The department head or supervisor will review the request and, if deemed necessary, escalate it to the IT Team for final approval.
  - Approved exceptions will be documented, and USB ports will be enabled for the specified duration or purpose.
- Monitoring and Compliance:
  - IT personnel will regularly monitor and audit computers to ensure compliance with this policy.
  - Non-compliance may result in disciplinary action, including but not limited to warnings, suspension of computer privileges, or termination of employment.

- Data Transfer Alternatives:
  - Employees are encouraged to use approved and secure methods for data transfer, such as company-provided cloud storage, network drives, or email systems.

Responsibilities:

- IT Department:
  - The IT department is responsible for implementing and enforcing this policy.
  - IT personnel will conduct periodic audits to ensure compliance.
- Employees:
  - Employees are responsible for adhering to this policy and seeking approval for any exceptions.
  - Any unauthorized attempt to enable USB ports or transfer data using USB devices may result in disciplinary action.

Please note that depending on your operating system, you may or may not see a warning message when you plug in a USB device; it may simply not function. USB mice, keyboards, headsets, docks etc. will continue to work as they always have.

If you have a specific need for using a USB storage drive, please submit a ticket to ithelp@revverdocs.com or ithelp.revverdocs.com. In your ticket please include the following:

- Reason for needing to use a USB storage device.
- Duration you will need to use USB storage.
- Manager's name.

Your request will be reviewed and if approved USB storage will be temporarily unblocked for your account. IT will ask you to fill out [this form](#) before making an exemption for your account. You can either [fill the form out](#) now or when it is requested. The form has basic questions and a short training video for you to watch.

Review and Revision:
This policy will be reviewed annually or as needed. Any revisions will be communicated to all relevant stakeholders.

Enforcement:
Violation of this policy may result in disciplinary action, up to and including termination of employment.

Approval:
This policy has been approved by Jesse Wood, CEO, on January 4, 2024.