

## **Anti-Virus Policy**

### **1.0 Purpose**

To establish requirements which must be met by all computers connected to Fuqua networks to ensure effective virus detection and prevention.

### **2.0 Scope**

This policy applies to all Fuqua computers that run Microsoft or Macintosh operating systems. This includes, but is not limited to, desktop computers, laptop computers and servers.

### **3.0 Policy**

All Fuqua computers running Microsoft Windows or Macintosh operating systems must have Fuqua's standard, supported anti-virus software installed and scheduled to run at regular intervals. In addition, the anti-virus software and the virus pattern files must be kept up-to-date. Virus-infected computers must be removed from the network until they are verified as virus-free. The Fuqua IT Infrastructure Team is responsible for creating procedures that ensure anti-virus software is run at regular intervals, and computers are verified as virus-free. Any activities with the intention to create and/or distribute malicious programs into Fuqua's networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are prohibited, in accordance with the Acceptable Use Policy.

Refer to Fuqua's Anti-Virus Guidelines to help prevent virus problems.

Noted exceptions: Machines with operating systems other than those based on Microsoft and Apple products are excepted at the current time.

### **4.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### **5.0 Revision History**

Date	Who made the revision	Change made
2012-02-06	Fuqua Infrastructure	Initial issue

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