

Internal Security Policy

1.0 Purpose

This policy establishes security requirements for Fuqua devices, websites, applications and datastores located inside the Fuqua firewall and not directly addressable from the outside world.

2.0 Scope

This policy applies to all Fuqua devices, websites, applications and datastores (hereafter referred to as “devices”) located inside the Fuqua firewall and not directly addressable from the outside world. Devices directly addressable from the outside world must comply with the DMZ Security Policy.

3.0 Policy

3.1 Ownership Responsibilities

- 3.1.1 Every device must have a point of contact (POC): a primary person who is responsible for the management, maintenance, security and retirement of the device. The POC should be documented with the Fuqua Infrastructure Team. A secondary POC should be designated to be responsible in the event that the primary POC is unavailable for any reason.
- 3.1.2 POCs are responsible for the security of their devices and the device’s impact on the Fuqua network environment. POCs are responsible for adherence to this policy and associated processes. Where policies and procedures are undefined POCs must do their best to safeguard Fuqua from security vulnerabilities.
- 3.1.3 Any significant changes to the device that might affect access, functionality or performance of the Fuqua network environment should be communicated to the Fuqua Infrastructure Team by the POC or their delegate.
- 3.1.4 POCs are responsible for the device's compliance with all Fuqua security policies. The following are particularly important: Password Policy, Wireless Communication Policy, Anti-Virus Policy, and physical security.
- 3.1.5 The POC is responsible for controlling device access. Access to any given device will only be granted by the POC or designee, to those individuals with an immediate business need, either short-term or as defined by their ongoing job function. This includes continually monitoring the access list to ensure that those who no longer require access to the device have their access terminated.
- 3.1.6 The Fuqua Infrastructure Team reserves the right to interrupt device connections that impact the Fuqua production network negatively or pose a security risk.
- 3.1.7 The Fuqua Infrastructure Team must record all device IP addresses which are routed within Fuqua networks in Enterprise Address Management database along with current contact information for that device.
- 3.1.8 All user passwords must comply with Fuqua's Password Policy. In addition, individual user accounts on any device must be deleted when no longer authorized within three (3) days. Group account passwords on devices should be changed semi-annually (once every 6 months). For any device that contains Fuqua proprietary information, group account passwords must be changed within three (3) days following removal of any member from the group.
- 3.1.9 The Fuqua Infrastructure Team will address non-compliance waiver requests on a case-by-case basis and approve waivers if justified.

3.2 General Configuration Requirements

- 3.2.1 Devices are prohibited from engaging in port scanning, network auto-discovery, traffic spamming/flooding, and other similar activities that negatively impact the Fuqua network and/or non-Fuqua networks. Any processes requiring port scanning or network auto-discovery must be approved by the Fuqua Infrastructure Team in advance.

3.3 Enforcement

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

3.4 Definitions

Internal	Any device that is within Fuqua's firewall and connected to Fuqua's production network
Point of Contact (POC)	The individual responsible for all device activities, management, maintenance, security and retirement
Device	Any network connected/accessible device, website, application or datastore
DMZ (De-Militarized Zone)	This describes networks that exists outside of primary Fuqua firewalls, but are still under Fuqua administrative control

3.5 Revision History

4.0 Date	Who made the revision	Change made
2012-01-26	Fuqua Infrastructure	Initial issue

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